

# California Montessori Project Regular Meeting of the Governing Board

## March 11, 2024

### Meeting Information

- **Date:** Monday, March 11, 2024
- **Time:** 5:30 p.m.
- **Location:** CMP-Carmichael, 5325 Engle Road, Ste 200, Pacific Room, Carmichael, CA 95608
- **Remote Locations**
  - **CMP-American River:** 6838 Kermit Lane, Fair Oaks, CA 95628
  - **CMP-Capitol:** 2635 Chestnut Hill Drive, Sacramento, CA 95826
  - **CMP-Elk Grove @ Bradshaw:** 9649 Bradshaw Road, CA 95624
  - **CMP-Elk Grove @ Elk Grove Blvd:** 8828 Elk Grove Blvd, Suite 4, CA 95624
  - **CMP-Shingle Springs:** 4709 Buckeye Road, Shingle Springs, CA 95682
  - **CMP-Orangevale:** 6545 Beech Avenue, Orangevale, CA 95662
- **Zoom link:** <https://us02web.zoom.us/j/85754845123?pwd=RG8rUHNRVElJcFFUWWVKOWd2S2Zkdz09>  
Passcode: N2cs23
- Or join by phone: US: +1 669 900 6833 or +1 669 444 9171 or +1 253 215 8782 or +1 346 248 7799 or +1 719 359 4580 or +1 253 205 0468 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 689 278 1000  
Webinar ID: 840 2742 6043; Passcode: 251353; International numbers available: <https://us02web.zoom.us/j/85754845123?pwd=RG8rUHNRVElJcFFUWWVKOWd2S2Zkdz09>
- **Emergency Contact:** Brett Barley (408) 489-3906 or Carrie Klagenberg (916) 971-2432 ext. 100

The CMP Governing Board currently conducts in-person Governing Board Meetings from the CMP-Carmichael Campus in the Pacific Room with an opportunity to join via Zoom at any of the CMP School Sites allowing for educational partners to attend, and provide public comment, from their local campus. Each site will have two representatives (campus monitors) hosting the site meeting space. Upon arrival at your local campus, please look for signs directing you to the meeting room.

Educational Partners may also join via Zoom from any alternate location and provide live public comment from that location.

If you are attending at one of the physical locations and have a public comment, please fill out the [Speaker Card](#) and hand it to your campus monitor, or Board Secretary. If you are attending from any alternate location and have public comment, please submit public comment through the Google Form here: [Request to Address the Governing Board](#). Both forms can also be located on the Governing Board Page of the [CMP Website](#).

If you wish to submit a public comment on more than one agenda item, please submit a separate form for each item on which you are commenting. Note, speaker cards can be submitted up until an item has a motion made on it. Speakers will be called to the microphone by campus and via Zoom per agenda item.

All public comments will be limited to three (3) minutes each and total time allotted to non-agenda items will not exceed fifteen (15) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The Board may limit the total time for public comment to a reasonable time. Under the Ralph M. Brown Act, the Board is unable to respond to any individual comments or questions regarding items not on the agenda; however, the Board listens carefully to, and reads, all public comments and appreciates community input and participation. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

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**Access to Board Materials:** A copy of the written materials, which will be submitted to the Board, may be reviewed by any interested persons on the California Montessori Project's website along with this agenda, following the posting of the agenda at least 72 hours in advance of this meeting.

**Disability Access:** Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (916) 971-2432 ext. 100. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

*One or more board members may qualify to participate in the meeting virtually without agendizing their location pursuant to Government Code Section 54953(e). Such circumstances, to the extent not agendized, will be addressed following roll call. In the event one or more board members participates virtually under Section 54953(e) members of the public may attend and address the Board during public comment period(s) at the meeting location(s) identified above, and may also attend virtually and address the Board during public comment period(s) by logging into the Zoom, or dialing in, using the posted link/s.*



## Agenda March 11, 2024

### Meeting Call to Order and Roll Call: 6:00pm

Board Member Names and Titles for Roll Call		
	Julia Sweeney - Business Representative 1	Renée Dall - Parent Representative, San Juan
	Bob Lewis - Business Representative 2	Jenna Westbrook-Kline - Parent Representative, Capitol
	Laura Kerr - Charter Representative	Aaron Walker - Parent Representative, Elk Grove
	Mickey Slamkowski - Montessori Representative	Ann Curtis - Parent Representative, Shingle Springs
	Scott Richards - Community Representative	

### Communication from the Public: 6:05pm

- **Public Comment:** This portion of the meeting is set aside for members of the audience to address the Governing Board regarding matters not on the Agenda but within the Governing Board's subject matter jurisdiction. These presentations are limited to three (3) minutes each and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Governing Board is not allowed to act on any item which is not on the agenda, except as authorized by Government Code Section 54954.2.

### Consent Items: 6:10pm

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 Governing Board Meeting of February 12, 2024** (Attachment C1)
2. **2024-2025 Governing Board Calendar** (Attachment C2)
3. **CMP-SJ 2024-2025 Offer of Facilities Preliminary Offer Letter** (Attachment C3)
4. **Revised 2024-2025 CMP School Calendar** (Attachment C4)

### Informational Items: 6:15pm

1. **Montessori Material Presentation:** Bernie Evangelista (Carmichael Campus)
2. **Public Recognition**
3. **Operations Update:** Joanne Ahola
4. **Monthly Financial Update** (Attachment I1): EdTec
5. **Board Discussion on Potential Revenue Solutions**

### Action Items: 7:45pm

1. **Consideration of Second Interim 2023-2024 CMP-Capitol Budget** (Attachment A1)
  - **Recommendation:** The Board is requested to approve the 2023-2024 CMP-Capitol Second Interim Budget.
2. **Consideration of Second Interim 2023-2024 CMP-Elk Grove Budget** (Attachment A2)
  - **Recommendation:** The Board is requested to approve the 2023-2024 CMP-Elk Grove Second Interim Budget.
3. **Consideration of Second Interim 2023-2024 CMP-San Juan (American River/ Carmichael/ Orangevale) Budget** (Attachment A3)
  - **Recommendation:** The Board is requested to approve the 2023-2024 CMP-San Juan Second Interim Budget.

4. **Consideration of Second Interim 2023-2024 CMP-Shingle Springs Budget** (Attachment A4)
  - **Recommendation:** The Board is requested to approve the 2023-2024 CMP-Shingle Springs Second Interim Budget.
  
5. **Selection of Auditor for 2023-2024 Fiscal Year** (Attachment A5)
  - **Comment:** Each year California Montessori Project contracts with an audit firm to complete an independent audit of the network as a whole and each campus individually. CliftonLarsonAllen LLP has conducted the CMP audits in the past.
  - **Recommendation:** The Board is requested to approve CliftonLarsonAllen LLP to conduct the independent audits of the CMP-Network, CMP-Capitol Campus, CMP-Elk Grove Campus, CMP-San Juan Campuses, and the CMP-Shingle Springs Campus.
  
6. **Selection of CliftonLarsonAllen LLP (CLA) for the preparation of the June 30, 2024 Tax Exempt Returns and State Filings** (Attachment A6)
  - **Comment:** Each year California Montessori Project contracts with an audit firm to complete CMP's Tax-Exempt Returns and State Filings. CliftonLarsonAllen LLP has a track record of successfully completing this work for CMP.
  - **Recommendation:** The Board is requested to approve CliftonLarsonAllen LLP to complete CMP's Tax-Exempt Returns and State Filings.
  
7. **CMP-Shingle Springs Shade Structure Proposal from FLINT** (Attachment A7)
  - **Comment:** The Single Springs CAC has been fundraising for a shade structure for students to eat breakfast and lunch under. They solicited multiple bids and chose the bid that they believed best met campus needs.
  - **Recommendation:** The Board is recommended to approve the FLINT shade structure contract.
  
8. **Approval of Extension of Contract with EdTec for Back Office Support Services** (Attachment A8)
  - **Comment:** CMP has a strong and positive partnership with EdTec and would like to continue this arrangement with some modifications to the work we do together. In the proposed contract EdTec would support CMP with annual budgeting but payroll services, that are currently supplied by EdTec, would be brought in-house. CMP is confident its payroll team is prepared to bring payroll services into the network office.
  - **Recommendation:** Staff recommend the Board approve the extension of EdTec's contract for an additional 3-years for all work related to CMP financials and remove payroll services from the contract.
  
9. **Approval of Contract with Paycor for HRIS and Payroll Services** (Attachment A9)
  - **Comment:** Historically, CMP has managed staff data through available tools already on board at the organization such as Microsoft Excel and Google Sheets. CMP has outgrown this way of managing staff data. An HRIS system will automate the lifecycle of a staff member and provide needed data to our HR team to support staff and supervisors. Additionally, the same system will also function as a payroll system for our payroll team.
  - **Recommendation:** The HR and Payroll teams have researched, reviewed, and recommend the Board approve the Paycor contract.
  
10. **Approval of Payroll Coordinator Pay Scale** (Attachment A10)
  - **Comment:** Payroll at CMP includes managing hourly and salaried staff, staff with multiple roles, staff with school year and year-round pay schedules, staff with semi-monthly and monthly pay cycles, and a growing list of stipends with different pay amounts and frequencies. It also entails tracking any additional pay days such as Super-Duper Saturday and tracking staff

attendance for eligibility for the end of the year stipend. This level of complication requires systems to be created and followed with a great deal of attention to detail and oversight. The requirements of this payroll work have outgrown a Payroll Clerk role and requires CMP to have a Payroll Coordinator on staff. Whether the Board approves the HRIS system or not, CMP requires this position going forward. This does not increase the number of payroll staff required. Currently, CMP has two Payroll Clerks. CMP would move to one Payroll Clerk and one Payroll Coordinator.

- **Recommendation:** Staff recommend the Board approve the Payroll Coordinator pay scale.

**Discussion Items and Closing Comments:** Suggested Items for Discussion at Future Meetings presented by Board Members.

**Closed Session: 9:00pm**

- Pursuant to the Brown act, a closed session shall be conducted with respect to every item of business to be discussed in closed session pursuant to Section 54957, Public Employment.

Public Employee Performance Evaluation: Superintendent

**Reconvene to Open Session: 9:45 pm**

**Meeting Adjournment: 9:50 pm**

- **Recommendation:** The Board is requested to approve the adjournment of the March 11, 2024 Board Meeting of the California Montessori Project Governing Board.

**Upcoming Governing Board Meetings:**

- **2023-2024 School Year:** 4/8/24; 5/13/24 (CAP hosting); 6/10/24 (annual meeting).

**PUBLIC NOTICES**

A video or audio tape recording may be made at any Board meeting. A recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.