

California Montessori Project

Minutes of the Regular Meeting of the Governing Board

July 8, 2024

Meeting Information

- **Date:** Monday, July 8, 2024
- **Time:** 5:30 p.m.
- **Location:** CMP-Carmichael, 5330 A Gibbons Drive, Ste 700, 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:** 5330 A Gibbons Drive, Ste 700, Carmichael, CA 95608
- **Zoom link:** <https://us02web.zoom.us/j/84486982871?pwd=K0cyTEQwUGo4Q2FmOS9adytmU1pBZz09>
Passcode: 11D1j3
- One tap mobile: 1-669-444-9171 or 1-669-900-6833, 84069979968#, *964327#US
Telephone: +1 669 900 6833, or +1 669 444 9171; Webinar ID: 84486982871; Passcode: 073207
- **Emergency Contact:** Rebecca Marsolais (661) 609-9240 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 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 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.

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 all public comments and appreciates community input and participation.

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.

Minutes July 8, 2024

Meeting Call to Order and Roll Call: 5:32pm

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

Communication from the Public: 5:33pm

- **Public Comment:** This portion of the meeting is set aside for members of the audience to address the Governing Board regarding matters on the agenda and matters not on the agenda.
 - **Non-agenda Items:** None.
 - **Agenda Items:** None.

Consent Items: 5:34pm

1. **Minutes from the Annual Governing Board Meeting of June 10, 2024** (Attachment C1)
2. **Updated 2024-2025 Governing Board Meeting Schedule** (Attachment C2)
3. **CMP Conflict of Interest Code** (Attachment C3)
4. **Class 3 Destruction of Documents** (Attachment C4)

Public Comment: None.

Board Member Westbrook-Kline pulled the following Consent Item for discussion:

- C3: CMP Conflict of Interest Code

Ann Curtis made a motion to approve the consent agenda. Jenna Westbrook-Kline seconded the motion. Motion carried unanimously [AYES: Sweeney, Kerr, Zawilski, Richards, Roark, Westbrook-Kline, Curtis; NOES: None; ABSENT: Lewis, Kerr, Richards, Walker].

Informational Items: 5:35pm

1. **Board Member Introductions:** All Board Members introduced themselves and shared what their role is on the Board. Public Comment: None.

Let the minutes reflect Scott Richards joined the meeting around 5:45pm.

Let the minutes reflect Laura Kerr joined the meeting around 5:50 pm.

2. **Strategic Plan – Completed items and high priority 24/25 items aligned to Charter Renewal:** Interim Superintendent Rebecca Marsolais reviewed CMP’s 2021-2026 Strategic Plan and the prioritization of the Strategic Plan goals. Ms. Marsolais briefed the Board on completed items and high priority 24/25 items aligned to Charter Renewal. Some of the highlights included:
 - CMP will see an annual increase in student climate and culture satisfaction.
 - CMP will see an annual improvement in Math and Language Arts performance on CMP and state assessments.
 - CMP will create an operating reserve that includes 60 days cash on hand.
 - Annual reduction in the numbers of students chronically absent.
 - Annual reduction in the numbers of students suspended.

Public Comment: None.

3. **Board Governance and Handbook Review & Self Evaluation Timeline:** Board Chair Julia Sweeney and Interim Superintendent Rebecca Marsolais discussed Board Governance, reviewed the Handbook, and the Board Governance & Self Evaluation Timeline. Public Comment: None.
4. **Director of Development Update:** Director of Development Stephanie Cardenas introduced herself and presented a 2024-2025 fund development plan, long-term planning, and an overview of Montessori Project Foundation (MPF); Fundraising Best Practices; Board Support; Checks and Balances. Public Comment: None.
5. **Health and Puberty [Education] Committee Update:** Director of Program Bernie Evangelista provided the Board with a Health and Puberty Education Committee update, highlighting the importance of having a Sex Ed Curriculum, the requirements the committee would like to have, curriculum used in the past, and a recommendation and the plan to implement the recommended curriculum. The committee is recommending Positive Prevention Plus. Public Comment: None.
6. **Insurance Policy Update:** Senior Director of Operations Joanne Ahola provided the Board with an insurance policy update. Summary and comparison documents were distributed and posted. Public Comment: None.

Action Items: 7:40pm

1. **PayScale / Job Description: Assistant Superintendent for Business Services (Attachment A1)**
 - **Comment:** The Ad Hoc Committee is recommending transitioning the Senior Director of Operations role into an Assistant Superintendent for Business Services.
 - **Recommendation:** The Board is requested to approve the creation of the Assistant Superintendent for Business Services PayScale.

Pay Scale and Job Description for the Assistant Superintendent for Business Services was distributed to the Board. Public Comment: None.

Jenna Westbrook-Kline made a motion to approve the PayScale only, for the Assistant Superintendent for Business Services, noting the Board does not approve job descriptions. Kim Zawilski seconded the motion. Motion carried unanimously [AYES: Sweeney, Kerr, Zawilski, Richards, Roark, Westbrook-Kline, Curtis; NOES: None; ABSENT: Lewis, Walker].

2. **Approval of Provisional Internship Permit for Esmeralda Perez (Attachment A2)**
 - **Comment:** The EG Campus is trying to fill several teacher positions but have had no viable applicants despite being posted for six weeks. These two individuals have worked as teachers for CMP for a year and just need more time to complete the requirements to obtain an intern credential.
 - **Recommendation:** The Board is requested to approve the Provisional Internship Permit for Esmeralda Perez for the 2024-2025 school year.

Attachment: None.

Public Comment: None.

Ann Curtis made a motion to approve the Provisional Internship Permit for Esmeralda Perez. Laura Kerr seconded the motion. Motion carried unanimously [AYES: Sweeney, Kerr, Zawilski, Richards, Roark, Westbrook-Kline, Curtis; NOES: None; ABSENT: Lewis, Walker].

3. **Approval of Provisional Internship Permit for Vanessa Rodriguez (Attachment A3)**
 - **Comment:** The EG Campus is trying to fill several teacher positions but have had no viable applicants despite being posted for six weeks. These two individuals have worked as teachers for CMP for a year and just need more time to complete the requirements to obtain an intern credential.

- **Recommendation:** The Board is requested to approve the Provisional Internship Permit for Vanessa Rodriguez for the 2024-2025 school year.

Attachment: None.

Public Comment: None.

Jenna Westbrook-Kline made a motion to approve the Provisional Internship Permit for Vanessa Rodriguez. Kim Zawilski seconded the motion. Motion carried unanimously [AYES: Sweeney, Kerr, Zawilski, Richards, Roark, Westbrook-Kline, Curtis; NOES: None; ABSENT: Lewis, Walker].

4. **Creation of Ad Hoc Committee for Superintendent Search**

- **Comment:** The Board needs to create an Ad Hoc Committee for the Superintendent Search as outlined in the Superintendent Search Plan.

Julia Sweeney recommended Kim Zawilski, Laura Kerr, and Bob Lewis for the Superintendent Search Ad Hoc Committee. Public Comment: None.

Scott Richards made a motion to appoint Kim Zawilski, Laura Kerr, and Bob Lewis for the Superintendent Search Ad Hoc Committee. Shani Roark seconded the motion. Motion carried unanimously [AYES: Sweeney, Kerr, Zawilski, Richards, Roark, Westbrook-Kline, Curtis; NOES: None; ABSENT: Lewis, Walker].

5. **Creation of Ad Hoc Organization Structure Committee**

- **Comment:** This is an opportunity to review CMP's organizational structure to provide greater efficiency and support across the organization. The Ad Hoc Committee would be supported by CMP staff during the 2024-2025 school year and provide recommendations regarding organizational structure.
- **Recommendation:** Approve the creation of the Ad Hoc Organizational Structure Committee.

Julia Sweeney recommended to continue with current committee of Julia Sweeney, Jenna Westbrook-Kline, and Laura Kerr. Public Comment: None.

Ann Curtis made a motion to appoint Julia Sweeney, Jenna Westbrook-Kline, and Laura Kerr to the Organization Structure Ad Hoc Committee. Scott Richards seconded the motion. Motion carried unanimously [AYES: Sweeney, Kerr, Zawilski, Richards, Roark, Westbrook-Kline, Curtis; NOES: None; ABSENT: Lewis, Walker].

6. **Selection of members for the Finance and Audit Committee**

- **Comment:** The Board needs to choose members of the Board to serve on the Finance and Audit Committee to assist the Superintendent in reviewing organizational finances every fiscal year.

Julia Sweeney recommended to continue with current committee of Julia Sweeney, Bob Lewis, and Scott Richards. Public Comment: None.

Jenna Westbrook-Kline made a motion to appoint Julia Sweeney, Bob Lewis, and Scott Richards to the Finance and Audit Committee. Shani Roark seconded the motion. Motion carried unanimously [AYES: Sweeney, Kerr, Zawilski, Richards, Roark, Westbrook-Kline, Curtis; NOES: None; ABSENT: Lewis, Walker].

Action Items Continued

- **CMP Conflict of Interest Code** (Attachment C3)

Jenna Westbrook-Kline made a motion to approve the updated Conflict of Interest Code, adding the Director of Development onto the Conflict of Interest Code and whichever tier/s they fall into. Scott Richards seconded the motion. Motion carried unanimously [AYES: Sweeney, Kerr, Zawilski, Richards, Roark, Westbrook-Kline, Curtis; NOES: None; ABSENT: Lewis, Walker].

Discussion Items & Closing Comments: The Board suggested items for discussion at future meetings and offered closing comments.

- Thanks to the presenters and welcomes to the new Board members.
- Suggestion to look at language when taking communications to the community about CMP. Be clear and precise.
- Continue to support the Director of Development in their fundraising efforts for CMP.

Meeting Adjournment: 8:07pm

Ann Curtis made a motion to approve the adjournment of the July 8, 2024 regular meeting of the CMP Governing Board. Scott Richards seconded the motion. Motion carried unanimously [AYES: Sweeney, Kerr, Zawilski, Richards, Roark, Westbrook-Kline, Curtis; NOES: None; ABSENT: Lewis, Walker].

Upcoming Governing Board Meetings

- **2024-2025 School Year:** 8/12/24; 8/17/24 (Retreat); 9/9/24; 10/14/24; 11/12/24; 12/9/24; 1/13/25; 2/10/25; 3/10/25; 4/7/25; 5/12/25; 6/16/25

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.