

SIERRA MONTESSORI ACADEMY BOARD OF DIRECTORS REGULAR MEETING AGENDA

Any person who wishes to speak regarding an item on the agenda or on a subject within the District's jurisdiction during the public comment section of the agenda must first be recognized by the Board President. Individual speakers will be allowed two minutes to address the Board. The Board shall limit the total time for each agenda item to ten minutes.

Under state law, issues brought forth under "Public Comments" can have no action or discussion and will be referred to the District Superintendent for any necessary follow-up action.

Persons requiring disability-related modifications or accommodations to participate in the meeting should contact Sierra Montessori Academy at 530-268-9990 or Sierra Montessori Academy at pheeminger@smak8.org. Persons wishing to request an item be added to the agenda of the next meeting must submit Sierra Montessori Academy at 530-268-9990 or Sierra Montessori Academy at pheeminger@smak8.org

Copies of agendas are available on the Sierra Montessori Academy website at www.serriamontessori.org.

Date & Time: Wednesday May 1, 2019 4:00 p.m. – Open Session

Meeting Place: SMA 16229 Duggans Rd, Multi Purpose Room

A. CALL TO ORDER

The meeting shall be brought to order by the Board Chairperson _____

B. ROLL CALL

BOARD OF DIRECTORS

Took roll of members present:

Jodi Reavis, President:	Present	_____	Absent	_____
Duffy Ford, Vice President:	Present	_____	Absent	_____
Stuart Monahan, Secretary:	Present	_____	Absent	_____
Jason Bice, Member:	Present	_____	Absent	_____
Dann Craven, Member:	Present	_____	Absent	_____

C. APPROVAL OF AGENDA

Shall the Board approve the Agenda Items?

Motion by _____ Second by _____ Vote: _____ to approve

D. OPEN SESSION - PUBLIC COMMENT

This agenda item is included for the purpose of giving anyone in attendance the opportunity to comment on a non-agenda item with the Board of Trustees. There will be a two-minute time limit per person. The audience is not to applaud nor demonstrate disapproval for the comments made. The Trustees may respond asking for clarification only. No action may be taken at this meeting on any issue raised.

E. CLOSED SESSION – Public Employee Discipline/Dismissal/Release (Gov Code 54957) 2 employees

F. PUBLIC SESSION

PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION (includes the vote or abstention of every member present)

G. Director's Report

ACTION ITEMS

H. CONSIDERATION OF THE CONSENT AGENDA (ROLL CALL VOTE)

Action: Recommendation by the administration that the following consent agenda items regarding regular business items be approved. (Any item may be removed for further discussion and separate action following consideration of remaining agenda items.)

Public Comment _____

Items to be Removed _____

Board Discussion _____

1. Shall the Board approve following Consent Agenda item(s)?
 - A. March 6 General Meeting Minutes

Motion by ____ Second by ____ Roll Call Vote: ____ to approve

Roll Call Vote:

Jodi Reavis, President: Aye ____ Nay ____
 Duffy Ford, Vice President: Aye ____ Nay ____
 Stuart Monahan, Secretary: Aye ____ Nay ____
 Jason Bice, Member: Aye ____ Nay ____
 Dann Craven, Member: Aye ____ Nay ____

2. Shall the Board approve following:

Approve the 2019/20 After School Enrichment Program/Contract

(Motion by ____ Second by ____ Roll Call Vote: ____ to approve

Roll Call Vote:

Jodi Reavis, President: Aye ____ Nay ____
 Duffy Ford, Vice President: Aye ____ Nay ____
 Stuart Monahan, Secretary: Aye ____ Nay ____
 Jason Bice, Member: Aye ____ Nay ____
 Dann Craven, Member: Aye ____ Nay ____

3. Shall the Board approve following:

Approval – Salary Schedule 2019/20

Motion by ____ Second by ____ Roll Call Vote: ____ to approve

Roll Call Vote:

Jodi Reavis, President: Aye ____ Nay ____
 Duffy Ford, Vice President: Aye ____ Nay ____
 Stuart Monahan, Secretary: Aye ____ Nay ____
 Jason Bice, Member: Aye ____ Nay ____
 Dann Craven, Member: Aye ____ Nay ____

I. COMMUNICATIONS: None

J. DISCUSSION

1) Discussion of LCAP

Motion by _____ Second by _____ Vote: _____

K. ADJOURNMENT

Shall the Board adjourn the meeting at _____ p.m.?

Motion by _____ Second by _____ Vote: _____ to approve

Next Board Meeting will be held on Wednesday May 15, 2018 at 4pm



Sierra Montessori Academy
After School Enrichment Program
2019/2020

Welcome to the Sierra Montessori Academy After School Enrichment Program. Our goal is to provide a safe, structured, nurturing, and enriching environment for the children after school.

Days and Hours of Operation:

The After School Enrichment Program operates on regular, early release days. The program **does not** operate on:

- Teacher Work Days
- School Vacation Days
- Friday November 22
- Friday December 20
- Friday April 3
- Thursday May 28 - The Last Day of School
- Snow Days or Days Closed for Emergency Situations
- Summer Vacation

The After School Enrichment Program begins serving students at **2:30 P.M.** **Students must attend school by 11:00 a.m. to be eligible to attend the After School Enrichment Program that day.** All students **must be** picked up **no later than the program's 5:30 P.M. closing time.**

Enrollment:

Should you choose to enroll your child in the After School Program you must complete the enrollment process before your child's first day of participation. The enrollment process includes:

- Completing the Student Information Form
- Completing the Afterschool Program Contract **with a parent signature.**

Rates:

Current rates for the 2019/2020 school year are:

\$1282.50 a school year – this works out to \$7.50 a day. \$1282.50 divided by 171 days.

In the event that an individual has a check made payable to the SMA returned for any reason twice in a single school year, the District will require that all payments be made in cash or online with a credit/ debit card. **A \$10.00 returned check fee will be applied to all returned checks.**

We offer an online payment option with your credit card through our website, along with payments made by Money Order, Cashier's check, or personal check. Checks should be made out to the **SMA**. Cash is also accepted for payment. **In no case will payment be accepted by the After School Enrichment Program Staff.**

Late Fee:

The After School Program is open until **5:30 P.M.** on every regular or early release days. Make sure your child is picked up on time by the **5:30 P.M. closing time.** If you are going to be late, please advise the After School Enrichment Supervisor by calling the office. **A late fee per child will apply if you are late.** The late fee is **\$1.00 per minute for every minute you are late after 5:30 p.m. Minimum \$10.00 late fee charge per child.** Three late pick-ups **may be** cause for termination of your child's participation in the program.

Late fees must be paid before your child/children can return to SMA After School Enrichment Program.

Sierra Nevada Children's Services:

Sierra Montessori Academy works cooperatively with the Sierra Nevada Children's Services to provide service to families facing economic hardship. Their address information is: 420 Sierra College Dr., Suite 100, Grass Valley. Their phone number is: (530) 272-8866. The After School Enrichment Program is eligible for, and receives payments for service from this agency.

Homework First!

As soon as children arrive in the After School Room, attendance is taken and the homework period begins. The first hour and a half of the program, from 2:30 P.M. to 4:00 P.M. is designated for Homework completion. Staff members will provide supervision to insure that homework assignments are completed to the ability of your students and provide assistance with directions as needed. If the student does not understand the homework will be sent home for parent to go over with their child. Please note that the staff does not review homework assignments for correctness so we recommend that parents take that step at home before returning the assignments to school. Additionally, staff members *will not* sign off on reading logs.

Allergies:

Before students may begin attending the After School Enrichment Program their Health Information must be on file. However, in addition to that information we request that you verbally make staff aware of any health concerns your child may have. Additionally, if your child has food allergies you may want to provide an alternate snack depending on the options available on the snack menu.

SIERRA MONTESSORI ACADEMY AFTER SCHOOL ENRICHMENT PROGRAM CONTRACT

By initialing I have read and agree to the following upon enrollment of my child in the Sierra Montessori Academy After School Enrichment Program:

- _____ 1. I understand that I am responsible for all financial obligations incurred relative to this enrollment and agree to the fees and policies stated in the financial contract.
- _____ 2. I will pay for any property damage caused by my child and acknowledge that the Pleasant Ridge School District is not responsible for students' lost, stolen, or damaged personal property.
- _____ 3. I have read the Parent Handbook and will cooperate with the school to ensure compliance with all rules and policies.
- _____ 4. I understand that students will only be released from the recreation program to those listed on the Emergency Form. I understand that the person(s) authorized on the Emergency Form must be at least 18 years of age and possess valid picture identification. Siblings under 18 years of age must have written permission by the parent/legal guardian and a valid picture ID to pick up a student from the recreation program should the parent/legal guardian not be able to do so.
- _____ 5. I understand that the recreation program reserves the right to dismiss any student who does not comply with school rules and policies.
- _____ 6. Account payments received a week after due date will be charged a \$10.00 late fee. Delinquent accounts and/or unruly parent behavior may also constitute reason for dismissal.
- _____ 7. I understand that the After School Enrichment Program will operate on regular, early release Friday & minimum days. The recreation program will not operate during summer vacation or on school holidays. It will also be closed Friday November 22, Friday December 20 and Friday April 3 and Thursday May 28, 2020.
- _____ 8. I understand that all programs associated with the After School Enrichment Program **end promptly at 5:30 P.M. at which time all students MUST BE picked up. A LATE FEE WILL BEGIN ACCRUING after the 5:30 P.M. closing time of the program.**
- _____ 9. I understand the late fee will is **\$1.00 per minute for every minute after 5:30 P.M. Minimum late fee is \$10.00 per child.** Three late pick-ups may be cause for termination of your child's participation in the program.

SIERRA MONTESSORI ACADEMY ENRICHMENT PROGRAM 2018/2019 FINANCIAL AGREEMENT

- _____ **ENROLLMENT:** Parents may enroll a child in the 2019/2020 After School Enrichment Program starting August 15, 2019. The enrollment process may be completed at the school site. The enrollment is considered complete upon return of all registration materials **with parent signature and first payment of services.** Additionally, before an enrollment can be complete the school must verify that a seat for your child in the program is available.
- _____ **PROGRAM FEES:** Fees for the After School Enrichment Program are calculated on the number of school days and then divided by the number of school months to allow for equal payments. **All fees are due in advance.** Fees may be paid in advance such as monthly, quarterly, semi-annually, or yearly.
- _____ **ILLNESS/ABSENCE CREDIT:** Credit **will not be given for absences.** We must make employment commitments to employees that cannot be altered without formal action taken within legally prescribed timelines.
- _____ **DROP-IN ARRANGEMENTS:** Students may participate in the After School Enrichment Program on a drop-in basis **if space is available.** Please call the school office as far in advance as possible should you wish to utilize the drop-in attendance option. A drop-in fee of \$7.50 per day will be assessed and is payable on the day of attendance.
- _____ **PROGRAM WITHDRAWAL:** You must communicate with the school office of your intent to release your child's seat in the program. A refund will be issued for unused months for payments made in advance. **No pro-rated rates.**
- _____ **RETURNED CHECKS:** In the event that an individual has a check made payable to the district returned for any reason twice in a single school year, the District requires that all payments be made in cash, cashier's check, or by money order. **A \$10.00 fee will apply.**
- _____ **BILLING/PAYMENT QUESTIONS:** In the event you have a question about your account, please contact the school office.

As the parent/guardian of _____, I agree to pay all fees associated with the Sierra Montessori Academy After School Enrichment Program as stated in this contract.

Start Date: _____

My child will participate: _____ Full Time (M-F) - \$1,282.50 per year (2:30pm - 5:30 pm)
_____ Drop-in - \$7.50 per day (Due by 1:00 p.m. on day of attendance)

SIERRA MONTESSORI ACEDEMY AFTER SCHOOL ENRICHMENT PROGRAM 2019/2020 PAYMENT SCHEDULE AGREEMENT

Please circle your payment plan choice

FULL TIME

ANNUAL PAYMENT**

\$1,282.50 due at time of enrollment

Semi-Annual Payment**

\$641.25 due on August 15, 2019

\$641.25 due on January 6, 2020

Quarterly Payment

\$320.63 due on August 15, 2019

\$320.63 due on October 7, 2019

\$320.63 due on January 6, 2020

\$320.63 due on March 9, 2020

Monthly Payment Plan (10 equal payments)

\$128.25 due upon enrollment, then the 1st of each following month through May

Deposit of checks can take up to one (1) month due to the cyclical times of our workload in the Office.

As the parent/guardian of _____, I acknowledge receiving, reading and agree to abide by the guidelines in the Pleasant Ridge Union School District Afterschool Recreation Program 2019/2020 contract.

The undersigned have agreed to the policies, procedures and financial obligations of the Pleasant Ridge School District Afterschool Program as stated in this contract. Any person financially responsible, other than the parent/guardian must sign.

Mother or Father/Legal Guardian Signature Home Phone Number _____ _____
Date

Financially Responsible Party (if other than parent or guardian) Cell Phone Number _____ _____
Date

School District Representative Work Phone Number _____ _____
Date

E-mail address: _____

Sierra Montessori Academy

After School Enrichment Program 2019/2020 STUDENT INFORMATION

Student's Name: _____

Teacher: _____

Grade: _____ M () F ()

Birth date: _____

Check one: Full Time _____ Drop In _____

AUTHORIZATION for CHILD PICK-UP

Automatic authorization for pick-up is given to the parent/s and/or guardians of the student listed on this page. If my child is not picked up by 5:30 p.m., is sick or if there's an emergency, I authorize SMA After School personnel to release my child to the following individuals if I am unavailable:

Name Phone Number Relationship

Name Phone Number Relationship

Name Phone Number Relationship

Name Phone Number Relationship

Custody/Legal Restrictions (must have paper work on file) _____

STUDENT MEDICAL INFORMATION

List any serious medical conditions: _____

My child has the following allergies: _____

_____ My child is taking a prescription medication and will need to have the medicine administered during childcare. I have completed the permission to administer prescription drug form and returned.

In the event of a life threatening reaction, I authorize school trained school personnel to give emergency treatment i.e. adrenaline via Epi-pen, to my child. I also authorize my child be taken to the nearest medical center for treatment if I am unavailable.

Name of Parent

Signature of Parent

Date

Phone Number

**Sierra Montessori Academy
2019-2020**

Administrative Salary Schedule		0-3 years	3-5 years	5 yrs plus	
Position					
**Executive Director/principal	215/8 hrs	\$46,000.00	\$61,000.00	\$85,000.00	

Additional Stipulations

Health Benefits:

Health benefits will be capped at \$390/month, or \$4,680 per year pro-rated based on date of hire or eligibility. This cap can be used toward medical and life insurance ONLY. Eligible employees work at least 30 hours/week.

Work Year/Day:

- *As specified in contract
- **As specified on yearly calendar

COD Adopted:

**Sierra Montessori Academy
2019-20 Classified Salary Schedule**

Classified Salary Schedule

Position	Salary	Work Days	Hours / Day	
**Business Manager	\$30.00-\$40.00	215	as specified	Classified
*Admin Asst/Office Mgr.	\$20.00	190	as specified	Classified
*Lunch Admin	\$15.00 - \$16.00	190	as specified	Classified
*SMA Before/After Care Program	\$19.00	175	as specified	Classified
*Custodian	\$16.00	175	as specified	Classified
*Maintenance & Groundsperson	\$16.00	175	as specified	Classified
*Instructional Aide	\$15.00-\$16.00	175	as specified	Classified
*Physical Education Specialist	\$25.00	175	as specified	Classified
*Art Education Specialist	\$25.00	175	as specified	Classified
Educational Specialist 1	\$25.00	175	as specified	Classified
Attendance Clerk	\$16.75	179	as specified	Classified
After School Enrichment Aide	\$13.00	171	as specified	Classified

Additional Stipulations

Health Benefits:

Health benefits will be capped at \$390/month, or \$4,680 per year pro-rated based on date of hire or eligibility. This cap can be used toward medical and life insurance ONLY. Eligible employees work at least 30 hours/week.

Work Year/Day:

- *As specified in contract
- **As specified on yearly calendar

COD Adopted:

**Sierra Montessori Academy
2019-20 Certificated Salary Schedule**

Single Teacher Classroom		
Step	Year	
Intern	0	\$45,760
1	1	\$46,354
2	2	\$47,465
3	3	\$48,570
4	4	\$49,688
5	5	\$50,798
6	6	\$51,917
7	7	\$53,058
8	8	\$54,225
9	9	\$55,419
10	10	\$56,638

Additional Stipulations

Experience Placement--Entry: **See below.**

Credit for prior experience will be determined by the Director guided by the following criteria:

- a. Prior teaching experience shall have required a teaching credential
- b. A year is defined as 75% of the contract or calendar year.

- c. Prior teaching shall have occurred within ten (10) years immediately

Health Benefits:

Health benefits will be capped at \$390/month, or \$4,680 per year pro-rated based on date of hire or eligibility. This cap can be used toward medical and life insurance ONLY. Eligible employees work at least 30 hours/week.

Work Year/Day:

Teacher contract work year = student days + 7 inservice days = 182
Teacher contract work day will be 8:00 am - 3:30 pm daily

Step & Class:

Step: Total years of service credit
Class: **Class A**--California Teaching Credential

Stipend:

TUPE Coordinator

Substitute Pay:

7.5 hrs **Full Day:** **\$125.00**
 1/2 Day **\$62.50**

Long-term: Upon
engagement for >15 days

COD Approved:

**Sierra Montessori Academy
2019-20 Special Education
Certificated Salary Schedule**

School Psychologist	\$80.00 per hour
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Additional Stipulations

Health Benefits:

Health benefits will be capped at \$390/month, or \$4,680 per year pro-rated based on date of hire or eligibility. This cap can be used toward medical and life insurance ONLY. Eligible employees work at least 30 hours/week.

Work Year/Day:

Teacher contract work year = varies
Teacher contract work day is 7.5 hours
Resource Specialist work year and day may vary

COD Adopted:

**Sierra Montessori Academy
2019-20 Special Education
Classified Salary Schedule**

Special Education Aide	\$16.00 per hour
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Additional Stipulations

Health Benefits:

Health benefits will be capped at \$390/month, or \$4,680 per year pro-rated based on date of hire or eligibility. This cap can be used toward medical and life insurance ONLY. Eligible employees work at least 30 hours/week.

Work Year/Day:

*As specified in contract

**As specified on yearly calendar

COD Adopted: