

**SIERRA MONTESSORI ACADEMY  
BOARD OF DIRECTORS  
SPECIAL 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

[p he mminger@smak8.org](mailto:phe mminger@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

[p he mminger@smak8.org](mailto:phe mminger@smak8.org)

Copies of agendas are available on the Sierra Montessori Academy website at

[www.serriamontessori.org](http://www.serriamontessori.org).

**Date & Time:** Friday November 16, 2018 3:30 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.

**ACTION ITEMS**

1. Shall the Board approve following Consent Agenda item(s)? \*: **\*a. Updated Budget Dated 11/13/2018**

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 Consent Agenda item(s)? \*: **\*a. New Meeting Dates and Times.**

(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 \_\_\_\_

4. Shall the Board approve following Consent Agenda item(s)? \*: **\*a. Office Referral Form.**

(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 \_\_\_\_

**Q. ADJOURNMENT**

Shall the Board adjourn the meeting at \_\_\_\_ p.m.?  
Motion by \_\_\_\_ Second by \_\_\_\_ Vote: \_\_\_\_ to approve

**Sierra Montessori Academy  
Multi Year Projections  
1st Interim Budget 2018/19**

11/13/2018

	Current Yr	Year 2	Year 3
	2018-2019	2019-2020	2020-2021
<b>ENROLLMENT</b>	110	115	119
<b>ADA</b>	106.12	108.93	113.31
<b>REVENUE</b>			
LCFF	\$ 761,746	\$ 806,115	\$ 864,889
Prop 30 EPA	141,856	145,613	151,468
In-Lieu Property Taxes	27,845	27,845	27,845
<b>Total LCFF</b>	<b>\$ 931,447</b>	<b>\$ 979,573</b>	<b>\$ 1,044,202</b>
Federal Revenue - Other	\$ 53,938	\$ 53,938	\$ 53,938
SELPA - Federal (3310)	0	0	0
SELPA - State (6500)	58,327	58,327	58,327
Mental Health (6512)	8,022	8,022	8,022
Mandate Block Grant	16.33 2,354	\$ 16.75 1,778	\$ 17.20 1,874
One-Time Discretionary Grant	\$ 184 26,529	0	0
State Lottery	\$ 204 29,413	\$ 204 22,222	\$ 204 23,115
State OtherSTRS	36,142	36,142	36,142
Local - meals, ac, ft, donation	78,306	78,306	78,306
Local - Interest	3,500	3,500	3,500
<b>Total Revenue</b>	<b>\$ 1,227,978</b>	<b>\$ 1,241,807</b>	<b>\$ 1,307,426</b>
<b>EXPENDITURES</b>			
<b>Personnel Costs</b>			
Certificated Salaries	FTE 7.0 \$ 466,589	FTE 7.0 \$ 406,523	FTE 7.0 \$ 441,077
Certificated Increase/Decrease	0	8.5% 34,554	6.0% 26,465
<b>Certificated Total</b>	<b>\$ 466,589</b>	<b>\$ 441,077</b>	<b>\$ 467,542</b>
Classified Salaries	5.9 \$ 211,589	5.9 \$ 207,189	5.9 \$ 207,189
Classified Increase/Decrease	0	0	0
<b>Classified Total</b>	<b>\$ 211,589</b>	<b>\$ 207,189</b>	<b>\$ 207,189</b>
Benefits	\$ 199,846	\$ 186,539	\$ 205,192
<b>Total Personnel Costs</b>	<b>\$ 878,024</b>	<b>\$ 834,805</b>	<b>\$ 879,923</b>
<b>Program Costs</b>			
Books and Supplies	\$ 95,582	\$ 76,465	\$ 72,642
Services	147,253	125,165	125,165
Facility Lease	79,841	79,841	79,841
NCSoS Oversight	1% 9,314	1% 9,796	1% 10,442
NCSoS Business Services	4% 43,266	4% 44,107	4% 46,696
Capital Outlay			
Debt Services			
<b>Total Program Costs</b>	<b>\$ 375,256</b>	<b>\$ 335,373</b>	<b>\$ 334,785</b>
<b>Total Expenses</b>	<b>\$ 1,253,280</b>	<b>\$ 1,170,179</b>	<b>\$ 1,214,708</b>
<b>Other Transfers In/Out</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Increase/Decrease</b>	<b>\$ (25,302)</b>	<b>\$ 71,628</b>	<b>\$ 92,717</b>
<b>Beginning Balance</b>	<b>\$ 302,734</b>	<b>\$ 277,432</b>	<b>\$ 349,060</b>
<b>Ending Balance</b>	<b>\$ 277,432</b>	<b>\$ 349,060</b>	<b>\$ 441,778</b>
Revolving/Clearing	\$ 1,100	\$ 1,100	\$ 1,100
Required Reserve	5% 62,664	5% 58,509	5% 60,735
Special Ed	2% 25,066	2% 23,404	2% 24,294
Other			
Other			
Other			
Other			
Other			
Unappropriated Fund Balance	\$ 188,602	\$ 266,048	\$ 355,648

**Sierra Montessori Academy**  
**Interim Budget**  
**2018-19 11/13/2018**

	Adopted Budget 2018-19	1st Interim Budget 2018-19	
<b>ENROLLMENT</b>	148	110	
<b>ADA</b>	144.18	106.12	
<b>REVENUE</b>			
LCFF	\$ 1,049,460	\$ 761,746	
Prop 30 EPA	167,497	141,856	
In-Lieu Property Taxes	27,845	27,845	
Total LCFF	<u>\$ 1,244,802</u>	<u>\$ 931,447</u>	
Federal Revenue - Other	\$ 48,833	\$ 53,938	
SELPA - Federal (3310)			
SELPA - State (6500)	57,546	58,327	
Mental Health (6512)	7,522	8,022	
Mandate Block Grant	2,349	2,354	
One-Time Discretionary Grant	42,533	26,529	
State Lottery	27,971	29,413	
State Other	20,046	36,142	
Local - Other - lunch/breakfast/aftercare/dontations	57,618	78,306	
Local - Interest	1,000	3,500	
<b>Total Revenue</b>	<u><b>\$ 1,510,220</b></u>	<u><b>\$ 1,227,978</b></u>	
<b>EXPENDITURES</b>			
<b>Personnel Costs</b>			
Certificated Salaries	\$ 605,030	\$ 466,589	
Classified Salaries	\$ 208,735	\$ 211,589	
Benefits	\$ 225,153	\$ 199,846	
<b>Total Personnel Costs</b>	<u><b>\$ 1,038,919</b></u>	<u><b>\$ 878,024</b></u>	
<b>Program Costs</b>			
Books and Supplies	\$ 112,633	\$ 95,582	(15,588 extra Prop 39 money)
Services	147,253	147,253	
Facility Lease	79,841	79,841	
NCSoS Oversight	12,448	9,314	
NCSoS Business Services	56,185	43,266	
Capital Outlay	0	0	
Debt Services	0	0	
<b>Total Program Costs</b>	<u><b>\$ 408,359</b></u>	<u><b>\$ 375,256</b></u>	
<b>Total Expenses</b>	<u><b>\$ 1,447,278</b></u>	<u><b>\$ 1,253,280</b></u>	
<b>Other Transfers In/(Out)</b>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>	
<b>Net Increase/Decrease</b>	<u><b>\$ 62,942</b></u>	<u><b>\$ (25,302)</b></u>	
<b>Beginning Balance</b>	<u><b>\$ 341,502</b></u>	<u><b>\$ 302,734</b></u>	
<b>Ending Balance</b>	<u><b>\$ 404,444</b></u>	<u><b>\$ 277,432</b></u>	
Revolving/Clearing	\$ 1,100	\$ 1,100	
Required Reserve	72,364	62,664	
Special Ed Reserve	28,946	25,066	
Other	-	-	
Other	-	-	
Other	-	-	
Other	-	-	
Other	-	-	
Unappropriated Fund Balance	<u><b>\$ 302,034</b></u>	<u><b>\$ 188,602</b></u>	

**SIERRA MONTESSORI ACADEMY  
1<sup>st</sup> INTERIM BUDGET  
FISCAL YEAR 2018-19  
NARRATIVE**

**Situational Overview**

The May Revision represents Governor Jerry Brown’s final State Budget proposal of his four terms as Governor of California. Also, it is the final statutory opportunity for the Governor to update his economic projections prior to enactment of the State Budget in June. Factors such as tax revenues, population growth, and competing state priorities are all detailed in the Governor’s May Revision.

This year, there was positive news in January when the Governor announced his proposal to fully fund the Local Control Funding Formula (LCFF) in 2018-19, two years earlier than originally planned. He also proposed significant one-time discretionary funds scored against outstanding mandate claims, once again. And the Governor proposed to continue funding Career Technical Education (CTE) grants outside of the LCFF.

**Enrollment and ADA Analysis**

For this 2018-19 Interim Budget, a conservative projected enrollment of 110 and projected ADA of 106.12 was used in the LCFF calculator. Enrollment as of 10-14-2018.

The following table summarizes, for comparison, the 2018-19 Adopted Budget, 2018-19 First Interim:

	<b>18/19</b>	<b>18/19</b>
	<b>Adopted</b>	<b>1<sup>st</sup> Interim</b>
<b>Enrollment</b>	<b>148</b>	<b>110</b>
<b>ADA</b>	<b>144.18</b>	<b>106.12</b>
<b>ADA %</b>	<b>95 %</b>	<b>96.47%</b>

**Revenue Projection**

Since the 2013-14 school year, California’s Local Control Funding Formula (LCFF) has been used to determine a school’s projected principal apportionment for the year. It is the largest source of public

school funding. When used for school interim budgeting, the LCFF is based on a school's projection of Average Daily Attendance (ADA) at the next formal reporting period.

This 1<sup>st</sup> Interim budget is based on SMA's ADA as of 10/14/2018.

SMA will receive a one-time \$21,383 Discretionary Grant per 2018-19.

	Adopted 2017-18	1 <sup>st</sup> Interim 2018-19	Difference Increase or (Decrease)
<b>REVENUES</b>			
General Purpose 8010-8099	\$ 1,244,802	\$ 931,447	\$ (313,355)
Federal Revenue 8100-8299	\$ 48,833	\$ 53,938	\$ 5,105
State Revenue 8300-8599	\$ 157,967	\$ 160,787	\$ 2,820
Local Revenue 8600-8799	\$ 58,618	\$ 81,806	\$ 23,188
<b>TOTAL REVENUES</b>	<b>\$ 1,510,220</b>	<b>\$ 1,227,978</b>	<b>\$ (282,242)</b>

### Cost Analysis

The following table provides a summary of SMA's 2018-19 1<sup>st</sup> Interim expenditure projections and /compares them with those projected in the Adopted Budget for 2018-19:

	Adopted 2018-19	1 <sup>st</sup> Interim 2018-19	Difference Increase or (Decrease)
<b>EXPENDITURES</b>			
Certificated Salaries 1000-1999	\$ 605,030	\$ 466,589	\$ (112,537)
Classified Salaries 2000-2999	\$ 208,735	\$ 211,589	\$ ( 11,196)
Employee Benefits 3000-3999	\$ 225,153	\$ 199,846	\$ ( 11,749)
Books & Supplies 4000-4999	\$ 112,633	\$ 95,582	\$ (17,051)
Services 5000-5999	\$ 295,726	\$ 285,175	\$ ( 10,551)
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,447,278</b>	<b>\$ 1,253,280</b>	<b>\$ (193,998)</b>
<b>REVENUE LESS EXPENDITURES</b>	<b>\$ 62,942</b>	<b>\$ (25,302)</b>	<b>\$ (37,640)</b>

Expenditure differences in this 2018-19 versus the Adopted Budget are due to:

- Decrease in ADA by 38.06. Lying off 2 teachers, plus 1 teacher resigned effect 10/26/18. Totaling less 3 teachers.

### Cash and Reserves

SMA's net increase in fund balances easily covers all the required reserves and adds significantly to its undesignated balance of funds. SMA's cash position, month by month, is quite sufficient to cover all 2018-19 expenses as they come due. While next year's enrollment uncertainty is always a factor, conservative fiscal management and a close eye on spending will ensure that SMA's Cash and Reserves position will continue to be not only stable but very positive.

The following table compares the 2018-19 Adopted Budget Reserves projection with that projected in the 2018-19 1<sup>st</sup> Interim Budget.

	<b>Adopted 2018-19</b>	<b>1<sup>st</sup> Interim 2018-19</b>
<b>FUND BALANCE</b>		
Net Increase/Decrease	\$ 62,942	\$ (25,302)
Beginning Fund Balance	\$ 341,502	\$ 302,734
Ending Fund Balance	<b>\$ 404,444</b>	<b>\$ 277,432</b>
<u>Components of Ending Fund Balance</u>		
Revolving Fund	\$ 1,000	\$ 1,000
Clearing Account	\$ 100	\$ 100
Required Reserve (5% of expenditures)	\$ 72,364	\$ 62,664
Spec Ed Reserve (2% of expenditures)	\$ 28,946	\$ 25,066
Other – Prop 39	\$	\$
Undesignated	<b>\$ 302,034</b>	<b>\$ 188,602</b>

SMA is required to reserve 5% of expenditures for Economic Uncertainty. SMA is also required to place 2% of expenditures in a Special Education reserve.

### **Conclusion**

With SMA's drop in ADA we have to release 2 teachers, not replace the teacher that is leaving, and combine classes. As class sizes increase we can then look at opening up non-combined classes. It does not make fiscal sense to have classes with 10-14 students in them. We have started an advertising campaign in hopes of bringing more students to our school. This was not done in the past.

The school will continue to offer an excellent educational alternative to parents in the South Nevada County area for years to come.

EXHIBIT A

**Student Data - Historical and Projected**  
**Sierra Montessori Academy**  
**2018-19 Interim Budget**  
**ADA as of 11/13/18**  
 Class Size as of 11/13/2018

<b>SITE BASED Enrollment By Grade</b>	<b>16/17 Annual</b>	<b>17/18 P1 Actual</b>	<b>17/18 P2 Actual</b>	<b>18/19 Actual</b>	<b>18/19 Combo Classes</b>	<b>19/20 Projection</b>	<b>20/21 Projection</b>
T/K	11	18	17	10		12	13
1	14	16	17	11	K/1 16	12	12
2	16	15	16	12	'1/2 20	11	12
3	13	16	15	19	'3 19	12	13
4	14	17	17	11	'4/5 17	19	13
5	22	17	15	13		11	19
6	16	19	16	13	5/6 17	13	11
7	20	13	12	11	7/8 21	13	13
8	20	20	18	10		12	13
9							
10							
11							
12							
<b>Total Enrollment</b>	<b>146</b>	<b>151</b>	<b>143</b>	<b>110</b>	<b>110</b>	<b>115</b>	<b>119</b>

**Average Daily Attendance**

Actual/Projected Percentage	96.05	94.11	95	96	96	96	96
Actual/Projected ADA	137.87	143	144.18	106.12	106.12	108.93	113.31

**Economically Disadvantaged Students**

56	71	82	82	56	56	58	60
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BOD Approved 10/15/2018



## Board Meeting Dates

### 2018/19 School Year

December 5 3:00pm

December 19 3:00pm

January 16 2019 3:00pm

February 6 3:00pm

February 20 3:00pm

March 6 3:00pm

March 20 3:00pm

April 3 3:00pm

May 1 3:00pm

May 15 3:00pm

### 2019/20 School Year

August 7 3:00pm

Sept 4 3:00pm

Oct 2 3:00pm

Nov 6 3:00pm

Dec 4 3:00pm

# Sierra Montessori Academy

## Office Referral Form

**Name:** \_\_\_\_\_

**Location**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

- Playground     Library  
 Cafeteria     Bathroom

**Teacher:** \_\_\_\_\_

**Grade:** K   1   2   3   4   5   6   7   8

- Hallway     Arrival/Dismissal  
 Classroom     Other \_\_\_\_\_

**Referring Staff:** \_\_\_\_\_

Minor Problem Behavior	Major Problem Behavior	Possible Motivation
<input type="checkbox"/> Inappropriate language <input type="checkbox"/> Physical contact <input type="checkbox"/> Defiance <input type="checkbox"/> Disruption <input type="checkbox"/> Dress Code <input type="checkbox"/> Property misuse <input type="checkbox"/> Tardy <input type="checkbox"/> Electronic Violation <input type="checkbox"/> Other _____	<input type="checkbox"/> Abusive language <input type="checkbox"/> Fighting/ Physical aggression <input type="checkbox"/> Overt Defiance <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Dress Code <input type="checkbox"/> Tardy <input type="checkbox"/> Inappropriate Display Aff. <input type="checkbox"/> Electronic Violation <input type="checkbox"/> Lying/ Cheating <input type="checkbox"/> Skipping class <input type="checkbox"/> Other _____	<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Adult <input type="checkbox"/> Avoid task or activity <input type="checkbox"/> Don't know <input type="checkbox"/> Other _____
<b>Administrative Decision</b>		
<input type="checkbox"/> Loss of privilege <input type="checkbox"/> Time in office <input type="checkbox"/> Conference with student <input type="checkbox"/> Parent Contact	<input type="checkbox"/> Individualized instruction <input type="checkbox"/> In-school suspension (____ hours/ days) <input type="checkbox"/> Out of school suspension (____ days) <input type="checkbox"/> Other _____	

**Others involved in incident:**  None  Peers  Staff  Teacher  Substitute  
 Unknown  Other

**Other comments:**

\_\_\_\_\_

I need to talk to the students' teacher     I need to talk to the administrator

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All minors are filed with classroom teacher. Three minors equal a major.

\_\_\_\_\_