

**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

phemminge@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

phemminge@smak8.org

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

Date & Time: Wednesday December 19, 2018 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 Anticipated Litigation

F. PUBLIC SESSION

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

G. Business Managers Report

H. Director's Report

ACTION ITEMS

I. 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. Minutes from: November 14, 2018 Regular Board Meeting
 - B. Minutes from: November 16, 2018 Special Board Meeting

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:

***a. Employees Hire – Attendance Clerk/Aide**

(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:

As required by law, members of the Board shall at this meeting select a president, vice president, Secretary and revisit board meeting times. (E.C. 1009, 35143)

- A. *Nomination and election of President*
- B. *Nomination and election of Vice President*
- C. *Nomination and election of Secretary*
- D. *Revisit Meeting 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 _____

President _____
 Vice President _____
 Secretary _____

4. Shall the Board approve following
Approve the Safety Drill schedule:

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 _____

President _____
 Vice President _____
 Secretary _____

5. Shall the Board approve following
Approve the Injury & Illness Prevention Program:

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 _____

6. Shall the Board approve following
Work Days for Attendance Clerk:

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 _____

J. DISCUSSION / ACTION ITEMS

1) Discussion of LCAP

Motion by _____ Second by _____ Vote: _____

Next Board Meeting will be held on Wednesday December 19, 2018 at 4:00pm.

K. ADJOURNMENT

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

Motion by _____ Second by _____ Vote: _____ to approve

Next Meeting January 16, 2019 Time TBD



COD Cash Update

COD Meeting Date: Wed Dec 19, 2018

Month: Nov 2018

Beginning Cash: \$ 289,631

Revenues: \$ 107,905

Salaries & Benefits: \$ 77,849

Supplies & Services: \$ 52,992

Ending Cash: \$ 262,549

Checks Dated 11/01/2018 through 11/30/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
19-454756	11/02/2018	ADEPT SOLUTIONS	82-5800		1,644.00
19-454757	11/02/2018	APEX ELECTRIC <i>repair electrical in kitchen</i>	82-5800		380.00
19-454758	11/02/2018	CANON FINANCIAL SERVICES INC	82-5600		335.26
19-454759	11/02/2018	COOLERZONE	82-5540		45.00
19-454760	11/02/2018	COUNTY OF NEVADA ATTN: PAT SCHOELLERMAN <i>Health Certificate</i>	82-5800		181.42
19-454761	11/02/2018	PACIFIC GAS & ELECTRIC COMPANY	82-5520		1,137.02
19-454762	11/02/2018	PLEASANT RIDGE SCHOOL DISTRICT	82-5800		634.97
19-454763	11/02/2018	RAY MORGAN COMPANY	82-5600		361.23
19-454764	11/02/2018	SCHOLASTIC BOOK FAIRS	82-4300		599.35
19-454765	11/02/2018	STUDIES WEEKLY	82-4300		1,377.20
19-454766	11/02/2018	YOUNG MINNEY & CORR. LLP <i>attorney</i>	82-5802		5,833.95
19-455156	11/09/2018	AT&T	82-5930		21.87
19-455157	11/09/2018	NEVADA COUNTY SUPERINTENDENT OF SCHOOLS	82-5270		45.00
19-455158	11/09/2018	STAPLES ADVANTAGE	82-4300		671.64
19-455159	11/09/2018	US BANK CORPORATE PAYMENT SYS	82-4300	161.84	
			82-5200	907.35	
			82-5800	846.57	
			82-5920	100.00	
			82-5930	277.18	2,292.94
19-455160	11/09/2018	WILLIAM KESLER <i>gas</i>	82-4300		14.32
19-455621	11/16/2018	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.	82-4300		182.97
19-455622	11/16/2018	NEVADA COUNTY CDA	82-5800		353.47
19-455623	11/16/2018	PARENTS RESOURCE GUIDE	82-5801		317.00
19-455624	11/16/2018	PLEASANT RIDGE SCHOOL DISTRICT	82-5600		6,653.40
19-455625	11/16/2018	SPEAK WITH STRENGTH <i>Speech</i>	82-5800		959.79
19-455626	11/16/2018	STAPLES BUSINESS CREDIT	82-4300		511.83
19-455627	11/16/2018	THE UNION CUSTOMER PAYMENT CTR	82-5801		158.00
19-455628	11/16/2018	US BANK CORPORATE PAYMENT SYS	82-5270	206.00	
			82-5800	659.95	865.95
19-456164	11/30/2018	ADEPT SOLUTIONS	82-5800		3,288.00
19-456165	11/30/2018	CAMP OCEAN PINES - <i>Science camp</i>	82-5871		4,030.00
19-456166	11/30/2018	CANON FINANCIAL SERVICES INC	82-5600		712.84
19-456167	11/30/2018	GRASS VALLEY SCHOOL DISTRICT CHILD NUTRITION SERVICES - <i>Breakfast/Lunch</i>	82-5800		4,286.50
19-456168	11/30/2018	HANOVER INSURANCE CO.	82-5400		932.50
19-456169	11/30/2018	JODI REAVIS - <i>BBA supplies - Back to school / night</i>	82-4300		313.32
19-456170	11/30/2018	WASTE MANAGEMENT	82-5570		266.32
19-456171	11/30/2018	YOUNG MINNEY & CORR. LLP <i>attorney</i>	82-5802		13,678.54

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 1 of 2

Checks Dated 11/01/2018 through 11/30/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
--------------	------------	---------------------	-------------	-----------------	--------------

Total Number of Checks	32	<u>53,085.60</u>
------------------------	----	------------------

Fund Recap

Fund	Description	Check Count	Expensed Amount
82	SIERRA MONTESSORI ACADEMY	32	53,085.60
	Total Number of Checks	32	53,085.60
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		<u>53,085.60</u>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 2 of 2



SAFETY DRILLS

DATE	DRILL	OUTCOME/COMMENTS
13/Sept./2018	Fire	Fire inspection, Fire Dept Checked alarms Students departed Classrooms to appropriate areas.
1/October/2018	Fire	Re-Inspection by Fire Dept. / Drill / Fire Presentation
18/October/2018	Earth Quake	Great California Shake Out / Drop / Cover / Hold
19/October/2018	Fire	Final Re-Inspection by Fire Dept.
15/December/2018	Earth Quake	
15/January/2019	Fire	
12/February/2019	Fire	
27/February/2019	Active Shooter	
18/March/2019	Active Shhoter	
21/March/2019	Fire	
9/April/2019	Fire	
1/May/2019	Fire	
16/May/2019	Active Shooter	

Injury & Illness Prevention Program (IIPP)

Sierra Montessori Academy



*Adapted from Cal/OSHA Workplace Injury & Illness Prevention
Model Program for Non-High Hazard Employers, Publications Unit
Rev. April 2018
November 13, 2018*

INTRODUCTION

Sierra Montessori Academy is committed to providing a safe and healthful workplace for all employees and to providing a safe and healthful facility for employees and visitors. To achieve this goal, Sierra Montessori Academy office has implemented this Injury and Illness Prevention Program (IIPP). The program is designed to comply with the requirements contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consists of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

The intent of this program is to prevent and/or minimize the probability of injuries and illness to employees, workers, visitors, and to comply with all applicable state, federal and local health and safety codes.

This plan has been adapted from the Cal/OSHA Workplace Injury & Illness Prevention Model Program for Non-High Hazard Employers, Publications Unit Rev. April 2018.

https://www.dir.ca.gov/dosh/dosh_publications/IIPP-Model-nonhigh-hazard.pdf

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, Regina Reno, Director of Human Resources and co-administrator, Darlene Waddle, Chief Business Official, have the authority and the responsibility for implementing and maintaining this IIPP for Nevada County Superintendent of Schools employees and facilities.

The person(s) with overall responsibility and authority for implementing the Injury and Illness Prevention Program are listed below:

Name: Pam Hemminger

Title: Business Manager

Phone Number: (530) 268-9990

Name: Stephen De Sena

Title: Director

Phone Number: (530) 268-9990

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering workers questions about the IIPP. A copy of this IIPP is available from each manager and supervisor and is posted at the County Office.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes the following practices:

- Informing workers of the provisions of our IIPP
- Providing training to workers whose safety performance is deficient

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes the following items:

- New worker orientation including a discussion of safety and health policies and procedures
- Review of our IIPP
- Training programs
- Regularly scheduled safety meetings
- Posted or distributed safety information
- A system for workers to anonymously inform management about workplace hazards

HAZARD ASSESSMENT

Inspections to identify and evaluate workplace hazards shall be performed by a competent observer.

Inspections are performed annually and, in addition, when the following occur:

1. Establishment of our IIPP;
2. New substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace;
3. New, previously unidentified hazards are recognized;
4. Occupational injuries and illnesses; and
5. Workplace conditions warrant an inspection.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed workers will be removed from the area except those necessary to correct the existing conditions. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIPP is first established;
2. To all new workers;
3. To all workers given new job assignments for which training has not been previously provided;
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIPP.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

RECORDKEEPING

We are a local governmental entity (county, city, district, or/and any public or quasi-public corporation or public agency), and we are not required to keep written records of the steps taken to implement and maintain our IIPP. While written records are not required, we will endeavor to maintain the following records:

1. Records of hazard assessment inspections; and
2. Documentation of safety and health training.

The master copy of this IIPP can be found at:

- Sierra Montessori Academy, Human Resources, 16, Grass Valley, CA 95945

Other copies of the IIPP can be found with the supervisors at:

- Terence K. McAteer Family Resource Center, 400 Hoover Lane, Nevada City, CA 95959
- Sierra College Child Development Center & First 5, 250 Sierra College Drive, Grass Valley, CA 95945
- Earle Jamieson Educational Options, 112 Nevada City Hwy., Nevada City, CA 95959

REPORT OF UNSAFE CONDITION OR HAZARD

EMPLOYEE REPORT: Employees may submit this form anonymously to Supervisor, Director of Human Resources or Chief Business Official. No employee will be disciplined or discharged for reporting any workplace hazard or unsafe condition.

Location of condition believed to be unsafe or hazardous: _____

Date and time condition or hazard observed: _____

Description of unsafe condition or hazard: _____

What changes would you recommend to correct the condition or hazard?

Person to whom this report is being sent: _____

Date report was sent: _____

How was report delivered to responsible person: _____

If employee desires a response from the supervisor, the report must be signed.

Signature of Employee

Date

EMPLOYER RESPONSE:

Date report received: _____ How received: _____

Name of Person Investigating Report: _____

Results of Investigation (what was found/was condition unsafe or hazardous?). Attach additional pages if necessary: _____

Action taken to correct hazard or unsafe condition, if appropriate, or information provided as to why condition was not unsafe or hazardous. Attach additional pages if necessary:

Signature of Person Investigating

Date

Distribution of response: (3 copies)
Original – Director of Human Resources
Copy – Supervisor/Site Administrator
Copy – Employee Originating Report

HAZARD ASSESSMENT AND CORRECTION RECORD

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

Date of Inspection: _____ Person Conducting Inspection: _____

Unsafe Condition or Work Practice: _____

Corrective Action Taken: _____

INJURY ASSESSMENT AND CORRECTION RECORD

(First section to be filled out by Safety Administrator and then sent to injured employee's supervisor)

Employee Name: _____ Position: _____

Type of Injury: _____ Date of Injury: _____

Location of Injury: _____

Explain How Injury Happened: _____

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Signature: _____ Date: _____

SAFETY TRAINING AND INSTRUCTION RECORD

Training Date: _____

Topic and/or Type of Training: _____

Trainer(s): _____

(Employee's need to sign- in)

Employee Signature	Employee Signature

Attach any and all topic and/or training materials and submit to Human Resources at the County Office.

**Business Manager	\$30.00 - \$40.00	215	as specified	Classified
*Admin Asst/Office Mgr.	\$20.00	190	as specified	Classified
*Lunch Admin	\$16.00 - \$20.00	190	as specified	Classified
*SMA Before/After Care Program	\$18.00	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
*Montessori Certified Teacher LVL 1	\$15.00	179	as specified	Classified
*Montessori Certified Teacher LVL 2	\$16.00	179	as specified	Classified
After School Enrichment Aide	\$12.00	175	as specified	Classified
Attendance Clerk	\$16.00	190	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:

updated

April 11, 2018

8-Aug-18

updated and approved

11/14/2018

updated and approved