

**REGULAR MEETING OF THE  
RIVER MONTESSORI CHARTER SCHOOL (RMCS) BOARD OF DIRECTORS**

RIVER MONTESSORI CHARTER SCHOOL

3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414

August 14, 2019

6:30 PM

*Approved 09/11/19 -GR/jc*

**MINUTES**

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website [www.rivermontessoricharter.org](http://www.rivermontessoricharter.org)

The regular meeting of the Governing Board held in public will be advertised and recorded in accordance with the Brown Act.

**Location(s):**

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Ginny Hautau: 22 Link Street, NW, Albuquerque, NM 87120
- Tim Lohrentz 1815 Chestnut Street, Oakland CA 94607

● **CALL TO ORDER**

- Director Puch called the meeting to order at 6:35 PM.
- Directors Puch, Hautau, Royes, Covarrubias, Matthews, and Lohrentz were present.
- Staff present: Kelly Griffith Mannion, Executive Director/Superintendent, Michelle Leonard, Chief Business Officer, Lorna Rochman McEntire, Coordinator of Student Support Services

● **READING OF RMCS MISSION & VISION**

- Director Covarrubias read the Mission and Vision statements.

● **PUBLIC COMMENT - None**

*Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.*

● **APPROVAL OF 6/26/2019 BOD MEETING MINUTES**

- Minutes of the June 26, 2019 BOD meeting were reviewed for edit and approval. Executive Director Mannion suggested an edit to the minutes. Meeting minutes were then approved with unanimous consent (6-0).
  - Motion: Director Matthews                      Second: Director Royes
  - Aye: Puch, Hautau, Royes, Covarrubias, Matthews, and Lohrentz
  - Nay: 0

● **COMMUNICATIONS**

- Foundation/Fundraising Report:
  - Nothing to report

- RMCS Executive Director's Report:
  - Executive Director/Superintendent Mannion provided updates regarding the Start of the school year, Welcome back BBQ, Parent Orientation Night, upcoming MOSAIC visit and presentations to Upper Elementary Classes and Staff, and the new resources and Montessori workbooks for Independent Studies. Lorna will bring overall scores and rankings of the California Assessment of Student Performance and Progress (CAASPP) from last school year and present to the board at a future BOD meeting.
- Outreach Report:
  - Nothing to report
- Finance Report:
  - Last year's financial reports are completed with SCOE Advisor. Next BOD Meeting, the unaudited actuals will be presented. With wait-lists at elementary levels and TK/K enrollment lower than anticipated, budgeted enrollment is down by 8 students with a projected deficit of \$78k within the current fiscal year. The CBO and Executive Director are developing plans to overcome funding shortfall without impacting reserves and increase enrollment.
- Facilities Report:
  - Nothing to report
- **BOARD BUSINESS**
  - Discussion & Action: Board Community Forum- Set Date
    - Executive Director/Superintendent led discussion on hosting a Board Community Forum. The BOD agreed this is a good idea and set the date for November 13th from 6:30pm - 7:30pm.
  - Discussion: Review At Will Employees
    - Discussion surrounding the 7 new At Will Employees was led by the Executive Director/Superintendent.
  - Discussion: New Board Member Campaign
    - Discussion surrounding the need to increase community membership on the BOD. Specifically we are looking for Subject Matter Expertise in the marketing, legal, and financial arenas.
- **Future Agenda Items**

The following items will be discussed at a future BOD Meeting: Enrollment, Unaudited Actuals, Forum Topics and Teams, Health Policy and Assessment, Strategic Plan, Advocacy, Annual Meeting and Voting, and the Brown Act.
- **ADJOURNMENT**
  - Motion to adjourn the meeting at 8:26 PM. The motion passed with unanimous consent (6-0).
    - Motion: Director Matthews                      Second: Director Royes
    - Aye: Puch, Hautau, Royes, Covarrubias, Matthews, and Lohrentz

- Nay: 0

**Future Meeting Dates:**

**2019**

September 11, 2019, 6:30pm                      October 23, 2019, 6:30pm (Annual Meeting)  
November 13, 2019, 6:30pm                      December 11, 2019, 6:30pm

**2020**

January 25, 2020, 9:00am - 4:00pm      February 12, 2020, 6:30pm  
March 11, 2020, 6:30pm                      April 15, 2020, 6:30pm  
May 13, 2020, 6:30pm                      June 24, 2020, 6:30pm

**Instructions for Presentations to the Board by Members of the Community**

River Montessori Charter School welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We hope that you will visit these meetings often and your participation assures us of continuing community interest in our School. To assist you in speaking/participating in our meetings, the following guidelines are provided.

1. Agendas are available to all community members
2. Community members who wish to speak on any agenda items or under the general category of "Public Comment" will be given an opportunity to do so.
3. "Public Comment" is set aside for members of the community to raise issues that are not specifically on the agenda. However, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Exceptions to these time limits may be made at the discretion of the Board Chair. The board may give direction to staff to respond to your concerns or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may speak for up to (3) minutes when the Board discusses that item. Exceptions to this time may be made at the discretion of the Board Chair.
5. Community members may request in writing that a topic related to school business be considered for placement on a future agenda. Requests should be addressed to the Board Chair. If such an item is placed on the agenda and publicly noticed, the Board can respond, interact, and act upon the item.