

RMCS BOARD OF DIRECTORS

Meeting Minutes

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

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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 Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 239 Bosque Acres Road, Corrales, NM 87804

Regular Meeting: June 28, 2016

A. Opening/Call to Order: 6:37 pm

Roll Call: *In attendance:* Tammy Cleland, Carolyn Duffy, Ginny Hautau, Norman Lorenz, Tim Lohrentz, Eresa Puch

Absent: Betsy Ehlen Hall, Ruben Mejia

Staff: *In attendance:* Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, School Administration Coordinator

Guests: Lisa Hartman (Kaweah Guide), Eden Belov (parent), Nancy Feldstein (parent)

B. Student Presentations

- No presentation / school not in session

C. No items for closed session.

D. Agenda Review

Action: Approved Agenda for June 28, 2016 BOD Meeting.

- Motion: Approved by consensus
- A: 6
- N: 0

E. Approval: Minutes from 05/10/16 RMCS BOD Meeting

1. Kelly advised that given the inadvertent lapse in posting the last BOD agenda on RMCS website and only on campus, that processes have been put in place to avoid it in the future, and any actions/votes held requires ratification.
2. Tim requested minor edits on the presentation and endorsement portion of the Summer Solar Project portion.
3. Norman requested to move the public comment (request for clean up of overlapping policies) from the Board Business section to the Public Comments section.

Action: Approved Meeting Minutes from 05/10/16 RMCS BOD Meeting

- Motion: Tammy
- Second: Ginny
- A: 3
- N: 0
- Abstain: Carolyn (absent on 05/10/16 BOD)

F. Public Comment:

1. None.

G. Communications

1. RMCS Executive Director's Report (Kelly)

- a. Debrief of year by faculty, included the following: Bridge Program was successful for students and guides, instructional support program appreciated, Increased translation for families, community partnership, reading and math facts support by families planned for 2016-17, pleased with P.E. equipment, cart, and shed from RMF, positive relationship with Cypress/shared facilities.
- b. Current enrollment for 2016-17: 178 students
- c. Eventful month due to enrollment process, hiring, LCAP summer work, and budget development
- d. Administration will make an announcement to the community about new hire within a week
- e. The 2 Upper EI classrooms will now operate independently
- f. Reorganizing Special Ed for financial sustainability
- g. Facilities improvement and planning
- h. Montessori Compass: We cannot track how many families have registered. In next launch, we will send an invitation to reply so we can better estimate participation. Tammy: What steps are being done to assist and encourage families to use Montessori Compass? Kelly: Weekly information, navigation help for families, and auto-reminders.
- i. Tammy: What is the breakdown of enrollment?
 - i. Kelly: (Estimation only)
 - TK/K - approx 24 per classroom
 - Lower EI - approx 27 per classroom
 - Upper EI - approx 26 per classroom

2. Finance Report (Michelle)

- a. Paid \$25K payroll taxes penalties and interest to IRS and EDD due to previous Business Manager's failure to deposit monthly payroll taxes and reconcile quarterly from 2nd Qtr of 2014 until end of 2015. There is an estimated additional \$15K of penalties and interest to be paid.
- b. When Michelle took over the Business Manager position in February 2016, the lapse ceased with depositing and filing payroll taxes on time. Procedures are now in place to ensure compliance.
- c. Michelle will work with IRS to avail of the one-time waiver program to refund the penalties and taxes paid. Michelle is waiting for the last two letters from IRS. An IRS assessment of RMCS is also required for the waiver program.
- d. Michelle will find out if EDD (State) has a similar waiver program (out of \$25K paid, \$6K was paid to EDD)

- e. Michelle reached out to previous Business Manager numerous times but has not received a reply.
 - f. Eresa raised the question as to why the official annual Audit did not discover this irregularity. Carolyn suggested to send feedback to auditor. Michelle will reach out to the auditor.
 - g. Tim discussed the importance for the Board of receiving financial statements timely and regularly. Finance committee to convene regularly in 2016-17.
 - h. Norman thanked Michelle for the information and steadfast effort in making it right and for engaging the Finance Committee to be abreast with issues. He also emphasized the importance of submitting the formal waiver request as soon as possible and suggested to look into auto-deduction vs. manual payment.
 - i. Michelle met with current auditor in early June for the preliminary audit. Full year-end audit will begin in September with a target presentation date to the Board on November 8, 2016.
3. Facilities Report - Facilities / Monthly Physical Plant Checklist (Julie)
- a. Ruben and Julie are putting together a comprehensive Facilities binder
 - b. Norman asked Julie to review the Emergency Plan
 - c. RMCS is customizing the adopted plan by the Marin COE. Julie contacted the Fire and Hazmat division and will provide a draft in September or October.
 - d. Tim requested to add for next meeting's Agenda:
 - i. Status update on Facilities Committee and members
 - ii. Planning for long-term facility needs
 - iii. Ruben's input on potential new location
 - e. Michelle recommended to establish a 'moving fund'. (To be added in future Agenda)
4. Foundation / Fundraising Report
- a. No report (Note: Amy Atchley is new RMF Chairperson)
 - b. Norman asked Michelle to work with Amy to create a report for August Board meeting.

H. Board Business

1. Discussion: River Flow (Tammy and Julie)
 - o Presented a 3-page draft - collaborated by Betsy, Tammy, Julie, and Kelly
 - o Carolyn suggested a Spanish translation
 - o Tim approves of the general concept and recommended to allow Admin to work on information details
 - o Unanimous Board approval of the general format
2. Discussion and action: Updated Grievance Policy to agree with UCP
 - o Kelly presented the result of document review by YMC (Young, Minney, & Corr, LLP.)
 - o Two separate documents - UCP and local grievance policy
 - o Tammy requested for next meeting's Agenda the review of UCP
 - o For next meeting's Agenda: Member election of Positive Resolution Committee
 - o Tim asked for Board members to receive two copies - original and updated for any policy document changes.

Action: Approved the updated Grievance Policy based on amendments on 6/28/2016 and to be reviewed in six months.

- Motion: Tim
- Second: Eresa
- A: 4
- N: 0

3. Discussion: Hiring Policy (Ginny)

- Ginny presented the latest Hiring Policy draft. Changes have been made based on observation/participation of candidate interview processes.
- Tammy recommended to add checking for credentials under 'Background Check'.
- Tim recommended to change the terminology - 'Human Resources Personnel (or Staff)' vs. 'Human Resources Department'.
- Norman recommended editing the wording of previous employees' eligibility for rehiring.
- Ginny asked for clarification about regular position, certificated, classified full-time/part-time.
- Eresa recommended to add the 'At Will' employment clause.
- Kelly will submit the Hiring Policy draft for legal review and will present to Board for review and approval.

4. Discussion: Board calendar, meeting dates, planning and work calendar (LCAP and RMCS Policy Review); Board training (Expectations, Roles, & Responsibilities - set date)

- Tammy recommended an LCAP review in September. Kelly clarified that Board calendar includes LCAP as an agenda item in every BOD agenda/calendar for 2016-17.
- Tim clarified two different timelines - State requirement and RMCS objectives. He recommended benchmarks review in August or September.
- Carolyn recommended review in September together with Board self-evaluation.
- Tim recommended to add in monthly meeting Agenda the continuous review and update of the Board calendar.
- Board training (Topic: Board development and responsibilities) to be conducted by YMC in August (TBD).
- Board all-day retreat - January 21, 2017 (location TBD)

5. Discussion and action: Summer Solar Project (continued discussion and ratification)

- Michelle discussed, as supported by written documentation that per auditor, if RMCS leaves the building and renew Charter, it does not need to pay back funds. Per CA Energy Commission, RMCS and building owner will not be liable. RMCS is collaborating with Cypress on a Memorandum of Understanding. Michelle recommended to ratify the Solar Craft project.

Action: Approved the selection of Solar Craft with base price of \$152,590 plus seismic anchors for \$3,750.

- Motion: Carolyn
- Second: Tammy
- A: 4
- N: 0

6. Discussion and action: LCAP Approval

- Kelly presented the final LCAP draft based on changes made during public meeting on June 27, 2016.
- Tammy discussed concern about some goals in the LCAP that may be unmeasurable and unattainable.
- Tim suggested that qualitative is needed in addition to quantitative measures.
- Norman recommended for some goals to be converted to qualitative measurement.

Action: Approved the LCAP.

- Motion: Carolyn
- Second: Eresa
- A: 4
- N: 0

7. Discussion and action: Budget Review and Approval

Michelle presented the Budget for SY 2016-17 supported by a narrative report.

- Revenue projection based on enrollment of 175 and ADA of 165.
- Certificated teacher salaries to increase 2% - 10% based on comparative pay rates in Petaluma and California Law on minimum wages.
- Executive Director Salary to increase 10% based on comparative salaries. Research based on Principles in Petaluma.
- Classified position increase - added 1 full time position and changed part-time position to full time.
- Benefit costs (STRS) will increase 12.58% this year and may go up to 20% in next few years.

Action: Approved the Budget for SY 2016-17.

- Motion: Eresa
- Second: Carolyn
- A: 4
- N: 0

I. Adjourn at 10:38 pm

Future Meeting Date(s):

July - No Meeting / Summer Break	August 9, 2016 - 6:30 pm
September 13, 2016 - 6:30 pm	October 11, 2016 - 6:30 pm
November 8, 2016 - 6:30 pm	December 13, 2016 - 6:30 pm
January 21, 2017 - Retreat 9:00 am - 4:00 pm	February 14, 2017 - 6:30 pm
March 14, 2017 - 6:30 pm	April 11, 2017 - 6:30 pm
May 9, 2017 - 6:30 pm	June 27, 2017 - 6:30 pm

Instructions for Presentations to the Board by Members of the Community

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Regular Meeting: May 10, 2016

Location(s):

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 239 Bosque Acres Road, Corrales, NM 87804

A. Opening/Call to Order: 6:30 pm

Roll Call: *In attendance:* Tammy Cleland, Betsy Ehlen Hall, Ginny Hautau, Norman Lorenz, Tim Lohrentz, Ruben Mejia, Eresa Puch

Absent: Carolyn Duffy

Staff: *In attendance:* Kelly Mannion, Executive Director, Michelle Leonard, Business Manager

B. Student Presentations/Lesson Demonstrations - Yuba

- Four students presented

C. Agenda Review

Action: Approved Agenda for May 10, 2016 BOD Meeting.

- Motion: Norman
- A: 6
- N: 0

D. Public Comment:

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1. Beth Laurence
 - 1.1. Agenda is not in the website; requested for Agenda to be posted electronically via RMCS website.
 - 1.2. Requested for clean up of overlapping policies in the Grievance Policy.

E. Approval: Meeting Minutes from April 12, 2016 RMCS BOD Meeting

Action: Approved the Meeting Minutes from April 12, 2016 BOD Meeting after review and acceptance of suggested corrections.

- Motion: Betsy
- Second: Tammy

- A: 5
- N: 0

F. Communications:

1. RMCS Executive Director's Report

- a. CAASPP (California Assessment of Student Performance and Progress):
Process reflection: language and delivery more understandable to children;
digital library usage
- b. Professional Development Day: Meaningful for faculty; next year planning in
conjunction with AMS and EPMS
- c. Enrollment: 1 more prospective parent meeting
- d. Creator Faire: Spectacular and meaningful day for children and families
- e. Montessori Compass: Reports will be sent on Friday
- f. Interview in progress for an Upper Elementary Guide, River Crew Assistant, and
Special Ed staff
- g. LCAP: Working with Consultants and EPMS; alignment of charter school goals
with LCAP, creation of Exec. Summary, and consolidation to 3 - 5 charter goals
max)
- h. Budget for SY 2016-17: Working to incorporate tracking function codes into the
budget
- i. Continued effort in aligning LCAP and Strategic Plan
- j. Questions:
 - i. Norman: Availability of test scores; Kelly: Expected to be immediate
however as Assessment Coordinator, Beth reports, same as STAR-
Aug-Sep 2016
 - ii. Tammy: Montessori Compass total # of family registered? Kelly:
unknown, will check
 - iii. Tim: LCAP updates and parent participation; Kelly: Use of surveys, one
more meeting before budget approval prior to June 30; LCAP must be
approved before budget approval

2. Finance Report

- a. Michelle began working on SY 2016-17 Budget
- b. Tax penalties
- c. Michelle requested a meeting with Finance Committee
- d. Tim invited the Board and public to come to Finance meeting (monthly or every 2
months); Finance Committee is a standing committee
- e. Norman requested next Agenda addition: identify the need for administrative and
structural changes relating to Special Ed budget for next SY

3. Facilities Report - Facilities/Monthly Physical Plant Checklist (by Ruben)

- a. Performed a walkthrough of the school facilities' interior and exterior and
documented information; collaborated with admin in creating a checklist binder
with facility information available to administration, parents, and Board
- b. Proposal: Window Heat Foil installation; estimate cost of \$2,800

4. Foundation Report

- a. Copperfield Book Faire: Overwhelming response; sold \$3,800 worth of books; supported Teacher Appreciation Week with funds raised given directly to Guides
- b. Spring Auction Gala: estimate \$25K net
- c. Creator Faire: 200+ people attended; over 10 interactive activities
- d. Becky expressed deep gratitude; RMF will be needing a new Chairperson for SY 2016-17
- e. RMF will be funding an outdoor shed for PE, recess equip, emergency bins
- f. RMF will present Finance Report next Board meeting

G. Board Business:

1. Discussion: Update - Grievance Committee/Policy
 - a. Tammy: Creation of a Grievance Committee named as, "Positive Resolution Committee."
 - b. Tim: Name change of Grievance Committee to Positive Resolution Committee. Volunteers for the Positive Resolution Committee - Tammy, Tim, and Betsy
 - c. Norman: Actions are handled at operations level
 - d. Kelly: Recommended to seek a charter school attorney's review of language in current Grievance Policy document because it was created prior to UCP
 - e. Norman: To include for next Agenda the confirmation of volunteers for Positive Resolution Committee

2. Discussion: Update - Combination of UCP, Grievance Policy, and River Flow
 - a. Tammy: Requested for feedback from Kelly and Board on the 4-page document
 - b. Kelly: Need clarification of an excess of goals of the document
 - c. Norman: It will serve as a tool for channel of communication

3. Discussion: Update - Creation of Navigation Tool and Links for combined UCP and River Flow
 - a. Betsy: The finalized UCP/Grievance Policy/River Flow is essential prior to creation of navigation tool / web page with links
 - b. Norman: To include in next Board Meeting agenda a follow-up on the combination of UCP/Grievance Policy and River Flow/ navigation tools and links

4. Discussion: Update - RMCS Hiring Policy
 - a. Ginny: In the process of helping write the Hiring Policy document; attended two interviews that were helpful in drafting the document; will report further next Board meeting
 - b. Kelly: Clarification that evaluations are internal, confidential documents and should be separate from Hiring Policy document

5. Discussion and Action: Summer Solar Project/Four Sealed Bids
 - a. Sara Peracca (consultant) and Tim presented four (4) bids
 - i. Solar Craft
 - ii. West Coast Solar
 - iii. Solar City
 - iv. Pure Power Solution
 - b. Tim and Sara recommended Solar Craft due to lowest cost and comparable if not more features and provided overview of PG&E's 5% rebate Program.

- c. Michelle expressed concern over financial commitment.
- d. Kelly recommended writing into agreement/contract that will not agree/cover/compensate if costs are over budget and if funds are not approved/received.
- e. Norman thanked Sara for great work on the Summer Solar Project.
- f. Action: Approved the selection of Solar Craft with base price of \$152,590 plus seismic anchors for \$3750.
 - Motion: Tim
 - A: 6
 - N: 0

H. Adjourn: 9:15 pm

Future Meeting Date: June 28, 2016 - 6:30 pm

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- Ginny Hautau: 239 Bosque Acres Road, Corrales, NM 87804

Regular Meeting: April 12, 2016

A. Opening/Call to Order: 6:31 pm

Roll Call: In attendance: Tammy Cleland, Carolyn Duffy, Betsy Ehlen Hall, Ginny Hautau, Norman Lorenz, Tim Lohrentz, Ruben Mejia, Eresa Puch

Staff: In attendance: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, School Administration Coordinator

B. Closed Session Convened: 6:35 pm - Personnel Matter

- Motion: Board Members to accept the fiduciary duty under the Confidentiality Clause of the Brown Act
- A: All (8)
- N: 0

C. Open Session Reconvened: 7:27 pm

Report Out: Employee/Guide to make announcement in Public Comment

D. Public Comment:

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1. Employee/Guide resignation announcement
2. Parents (two) - shared children's great experience in Klamath
3. Parent - shared gratitude to entire RMCS community
4. Colleague/Guide shared thoughts about resignation and disappointment in current culture of parent gossip

E. Approval:

1. Minutes from 03/11/16 RMCS BOD Meeting
Tammy requested to include in Board Discussions the three demanded areas by parents in the petition submitted at the March 11 BOD Meeting.
 - Motion: Eresa

- Second: Tammy
 - A: 6
 - N: 0
2. Minutes from 03/14/16 RMCS BOD Meeting Approved
 - Motion: Carolyn
 - Second: Eresa
 - Yes: 6
 - No: 0

F. RMCS Executive Director's Report

1. Two student presentations/lessons
2. Montessori Compass
 - a. Rollout: 4/22/2016; links to connect parents
 - b. Continuous testing and resolution of glitches
3. Parent Survey Correction for one of the questions to keep consistency through years
4. Lottery conducted 04/12/16

G. Other Reports:

1. Finance - No report
2. Facilities
 - a. Prop 39 lighting installations near completions; will finish by 4/15/2016
 - b. Financial impact will be monitored by administration
 - c. Ruben and Julie to collaborate on establishing Facility Guides
3. Foundation/Fundraising
 - a. Copperfield's School Fair
 - b. Spring Gala tickets are available for sale
 - c. Administration to follow-up on RMF providing childcare on-site

H. Board Business:

1. Communication, Transparency, and Accountability of Administration and Community Presentation by board members (Carolyn and Ginny)
2. Organizational Communication, Grievance Policy, and UCP Discussion
 - a. Lawyer's advice is that the UCP's coverage is comprehensive
 - b. Kelly and Tammy to work on combining River Flow with UCP
 - c. Recommendation of a standing Positive Resolution Committee as a Grievance Committee to maintain positive approach and integrity of Montessori philosophy
3. Hiring Policy and Evaluations
 - a. Review Current Hiring Practice (Ginny); tasked with drafting a policy
 - b. Formal Guide appraisal occurs annually with goals/reviews during school year
 - c. Executive Director evaluation occurs every three years
 - d. Surveys provide opportunity for all stakeholders (employees, students, families) to give input for employee/school evaluations
4. Professional Development / Consultants (Kelly)
 - a. Montessori Consultant's observation and evaluation of RMCS
 - b. Professional investigator retained in response to parent demand at previous BOD meeting
 - c. Tim expressed confidence in RMCS Guides and that we can continue to improve

- d. Kelly proposes considering a rotating schedule of observers/evaluators to reflect and focus on specific areas for meaningful understanding and improvement; fidelity of the Montessori three-year cycle of growth

5. Approval of Using Education Protection Funds (Michelle)

Action: Approval of the use of 2015-16 Prop 30 funding towards facility rent

- Motion: Tim
- Second: Carolyn
- A: All (6)
- N: 0

I. **Closed Session Convened:** 10:25 pm for items not completed during the first closed session - Personnel Matter

- Motion: Board Members to accept fiduciary duty under Confidentiality Clause of the Brown Act
- A: All (8)
- N: 0

J. **Open Session Reconvened:** 11:18 pm

Report Out: RMCS board declares continued confidence in Executive Director as arm of board to conduct RMCS business and operations.

K. **Adjourn:** 11:20 pm

Future Meeting Date: May 10, 2016 - 6:30 pm

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Regular Meeting: March 14, 2016

A. Opening: 6:30 pm

Roll Call: Tammy Cleland, Carolyn Duffy, Ginny Hautau, Tim Lohrentz, Norman Lorenz, Eresa Puch

Absent: Betsy Ehlen Hall, Ruben Mejia

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager

Public: Megin Hallinan, Nancy Feldstein, Betty Li

B. Public Comment: None

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C. Board Business:

1. Discussion and Action: Second Interim Report

a. DISCUSSION: *(Please see Michelle's Second Interim Narrative report)*

i. Michelle: Presentation of Second Interim Narrative

1. Second Interim Report - Charter school's financial status for the current fiscal year and three succeeding fiscal years; budget projections; meeting financial obligations
2. Enrollment - 163
3. Revenues - multiple source funding
4. Expenditures
5. Cash flow projection
6. Multi-year budget projection

ii. Tim: RMCS has received a one-time \$89K funding from State (mandated by the Governor for this year only; unrestricted)

iii. Norman: Requested Michelle to verify "No Child Left Behind's" current restructuring process' impact on Second Interim Report.

iv. Norman: Asked regarding financial reporting of capital improvements

v. Tim and Michelle: According to GAAP and verified with Auditor, capitalize and depreciate.

b. ACTION: To approve Second Interim Report.

i. Motion: Eresa

ii. Second: Tim

iii. A: 4

iv. N: 0

2. Discussion and Action: Uniform Complaint Policy

- a. DISCUSSION:
 - i. Tammy presented own review of UCPs by other charter schools; invitation to the community back to the Board before sending them to the State.
 - ii. Norman clarified the need to be compliant; UCP can be enhanced.
 - iii. Tim likes the changes being proposed.
- b. ACTION: Based on the law and lawyer's advice, for the Board to accept the minimum Uniform Complaint Policy, to include in April's Board meeting agenda, to bring back UCP in River Flow addendum process, including the chain of command, and stated process of communication.
 - i. Motion: Tim
 - ii. Second: Ginny
 - iii. A: 4
 - iv. N: 0

D. Adjourn at 7:14 pm

Future Meeting Date(s): April 12, 2016 - 6:30 pm

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RMCS BOARD OF DIRECTORS

Meeting Minutes

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

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

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 Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- ❑ Ginny Hautau: 239 Bosque Acres Road, Corrales, NM 87804

Regular Meeting: March 11, 2016

A. Opening: 1:01 pm

Roll Call: Tammy Cleland, Carolyn Duffy, Betsy Ehlen Hall, Ginny Hautau, Norman Lorenz, Tim Lohrentz, Ruben Mejia, Eresa Puch

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, School Administration Coordinator

Public: Parents, guardians, and students

B. Agenda Review

- Motion to Accept Agenda for 03/11/16: Betsy
- Second: Eresa
- Yes: 6
- No: 0

C. Public Comment:

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.

Public comments were divided into 4 groups:

1. Parent coalition and students presenting requests and call to action
 - a. Alan Berkowitz, Leader of Parent Coalition
 - i. Teacher competence
 - ii. Communication gap between parents, guides, and administration
 - iii. Students' emotional disturbance
 - b. Jerome Cleland asked the Board to be nonpartisan and look at facts
 - c. Students
2. Other parents and families supporting the parent coalition's call to action, and asking for their children to be moved in the Yuba classroom
 - a. Betty Li, Lisa Baird, Megin Hallinan, Elizabeth Huang, Heather Hartley
3. Submission of petition to include the following in Board discussion:
 1. Restitution of the Grievance Committee
 2. Creation of a Board Hiring Committee
 3. Renewal of involving the whole community in Guide and Director evaluations
4. Jen Oryn: Requesting RMCS to conduct exit interview for leaving families

5. Garden work (Becky Kreutz for Tamara): Requesting for clarity regarding garden responsibilities, garbage pickup, irrigation, maintenance, funds, and area limits (from Cypress)
 - a. Becky: RMF will provide \$200 to Garden projects

Norman: Charge activities to be followed up through administration; provide Kelly with 3rd party evaluation; maintain integrity of child rights; maintain integrity of employee rights; to bring back report to parents

D. Approval: Minutes from 02/09/16 RMCS BOD Meeting

- Motion: Eresa
- Second: Tammy
- Yes: 6
- No: 0

E. RMCS Executive Director's Report

- Teachers are delighted re: retreat
- Hired Special Ed - 2 new speech specialists (both have current certification)
- Faculty goal - rollout of Montessori Compass to families in April 2016
- Student conferences - students from LE & UL are participating
- Final session - 4th professional development
- Great Montessori Ed week - we participated in Mother's club event
- Expert night was successful
- Spring forum
- Current enrollment = 167
- Operations - thankful to have Michelle and Julie
- Interviewing for part-time Office Administrator position
- Asking Board for Facilities Committee to commence

F. Other Reports:

- Finance - No report
- Foundation/Fundraising (Becky)
 - Walk-A-Thon - successful in spite of rain; raised over \$10k
 - RMF needs a spanish translator
 - Copperfield's school fair
 - Gala preparations are moving along; Becky checked venue
 - Creator Fair
 - Kelly (guide's question): Toxins inside electronics; Becky will ask Amy
 - Looking for new RMF officers (Chairman, Vice-Chairman, & Treasurer)

G. Board Business:

- **Discussion:** Strategic Plan Presentation (GH)
 - Ongoing process; will add as agenda item in April Board Meeting
- **Discussion and action:** Board Approval 2016-17 School Year Calendar (KGM/JC)
 - Discussion: Change Teacher workshop day from November 4 to November 1, 2016
 - Motion to Approve: Eresa
 - Second: Betsy
 - Yes: 6
 - No: 0
- **Discussion and action:** Auditor Selection (KGM/ML)
 - ACTION: To approve selection of VICENTI LLOYD STUTZMAN, LLP as RMCS's new Auditor
 - Motion: Carolyn

- Second: Eresa
- Yes: 6
- No: 0

- **Discussion and action: 700 Form/Conflict of Interest (ML)**
 - Michelle provided a general overview of 700 form
 - Board and Admin signed annual form required

- **Discussion and action: Uniform Complaint Policy/Revision - Approval (KGM)**
 - Tammy moved to postpone Board approval until Monday, March 14, 2016 at 6:30 pm to have extra time for review
 - Second: Ruben
 - Yes: 6
 - No: 0

- **Discussion and action: Prop 39 Projects-Presentation & Solar Update/Selection of Bids (TL-JC/Guest)**
 - Tim: RMCS qualified for Commission of Energy Prop 39 Energy Efficiency and Renewable Energy funding
 - Sara Peracca gave background of Prop 39 and bidding companies for RMCS Solar roof installation and lighting efficiency projects
 - Ruben: Asked for clarification re: impact on building fixtures and color output
 - Tammy: Asked about incentives to save money and if RMCS will lose unused leftover funds
 - Sara: Discussed maximizing funding benefits and explained warranties offered by bidding companies
 - ACTION: To select company for RMCS solar and efficient lighting project
 - Motion: Tim (recommends Bid #1 - LED LIGHTSOURCE)
 - Second: Tammy
 - Yes: 6
 - No: 0

H. Adourn at 4:28 pm

Future Meeting Date(s):

- March 14, 2016 - 6:30 pm
- April 12, 2016 - 6:30 pm

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
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River Montessori Charter School

MEETING OF THE GOVERNING BOARD

Meeting Minutes

Locations:

- RMCS Conference Room, 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 239 Bosque Acres Road, Corrales, NM 87804

REGULAR MEETING: Tuesday, February 9, 2016

A. OPENING – Time: 6:30 p.m.

Roll Call: Tammy Cleland, Carolyn Duffy, Betsy Ehlen Hall, Ginny Hautau, Tim Lohrentz, Norman Lorenz, Ruben Mejia, Eresa Puch

Staff: Julie Carolan, Michelle Leonard

Absent: Kelly Mannion

Guests: Eden Belov, Nancy Feldstein, Heather Hartley, Becky Kreutz, Karen Turner

B. AGENDA REVIEW:

C. PUBLIC COMMENTS:

- Karen Turner - Montessori Compass
- Heather Hartley - Special Education current needs

D. APPROVAL: Meeting Minutes of January 8 & 9, 2016

- Motion by Carolyn and Tim
- A - All
- Abstain: Betsy (1/9/16) and Ginny (1/8/16 and 1/9/16)

E. RMCS DIRECTOR'S REPORT: (Norman on behalf of Kelly)

1. Update on Guide Evaluations/Progress Overall
2. Monthly newsletter, Restructuring-Branding/Communication to increase classroom and other important details to parents/community
3. Delegate - Social Media Representative - (Facebook; Twitter; Blog)

F. REPORTS:

1. **Finance** (Tim Lorenz)
 - Tim and Michelle will schedule a meeting re: Finance matters
2. **Foundation/Fundraising** (Becky Kreutz)
 - Lagunitas event raised close to \$1400

- A check for \$10K was just approved for distribution to the school
- Gala planning is going well with at least 60 requests out for donations

G. BOARD BUSINESS:

- 1. Discussion: Special Education Changes**
 - Special Education recent staff changes (currently, part-time Special Ed Coordinator)
 - RMCS will be sharing a speech pathologist with Cypress
- 2. Discussion: Finance/Budget**
 - Addition of Business Manager - Michelle Leonard
 - RMCS is in the process of interviewing new potential auditors
- 3. Discussion & Action: Auditor's Report - Update on Approval of 2014/2015 Audit Report (Certificate) - No findings**
 - **Action:** Approval of Audit Report
 - Motion by Betsy and Ginny
 - A - Tim, Carolyn, Betsy, Tammy, Rubin, Ginny, Norman, Eresa
 - N - 0
- 4. Discussion: School Observations (Norman)**
- 5. Discussion:**
 - Update on Board Retreat
 - Points to Incorporate
 - Board Calendar
- 6. Discussion: Progress on Strategic Plan**
 - Programs
 - Communication
 - Operations
- 7. Discussion: Spring Community Forum / Presentation of Adult Plane of Development**

H. FUTURE AGENDA ITEMS: Strategic Plan update

I. FUTURE MEETING DATES:

- March 11, 2016 (1:00 pm)
- April 12, 2016 (6:30 pm)
- May 10, 2016 (6:30 pm)
- June 28, 2016 (6:30 pm)

J. ADJOURN: 8:17 p.m.

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River Montessori Charter School

MEETING OF THE GOVERNING BOARD

Saturday, January 9, 2016

Board Retreat

LOCATION: Work Petaluma - Board Room – 410 Fourth Street, Petaluma, CA. 94952

A. Opening: 8:07 a.m.

Roll Call: Tammy Cleland, Carolyn Duffy, Norman Lorenz, Ruben Mejia, Eresa Puch, Tim Lohrentz

Staff: Kelly Griffith Mannion, Julie Carolan

Absent: Betsy Ehlen Hall, Ginny Hautau

Guests: Becky Kreutz, Nancy Feldstein, Eden Belov

PUBLIC MEETING OPEN SESSION

B. Continental Breakfast & Welcome, Orientation, & Opening Activity

Forbes Article Discussion: *Corporate Kindergarten: How A Montessori Mindset Can Transform Your Business*. Lively discussion ensued around the article, Montessori Leadership.

C. RMCS Executive Director's Report

1. Administrative update, enrollment, & community outreach

Christina has transitioned out of the RMCS office, and is coordinating finance responsibilities to ensure we remain in compliance with annual finance and reporting cycles/deadlines. Administration is interviewing for a new business manager. Enrollment remains steady at approx. 169 students. No further enrollments will occur this semester. Community Outreach: Our English Language community is strong and students are thriving within the school.

2. Personnel evaluation updates: Normal cycles have continued with individual meetings. Work continues with rubrics, goal setting, personal reflections, and director assessments.

D. REPORTS:

1) Finance:

River Crew shortfall: Projection was \$60K, actual is \$40K with a \$20K shortfall. Revenues remain steady, however, student population is younger than in previous years creating a need for increased staffing. Additionally, the enrollment fee was eliminated to offer access to more families. Camps offered over breaks have not occurred due to low interest/lack of registration. Further analysis and discussion to occur before February meeting.

2) Foundation/Fundraising:

Foundation fundraising is going well. We are about halfway to the annual goal of \$65 with 4 big fundraisers set over the next 5 months including: 1) Walk-a-thon, 2) Lagunitas Night, 3) Annual Gala, and 4) Copperfield's Book Fair. The recent author visit was very well received by the students. A Creator Faire is being planned and will be another community outreach event. Community outreach ideas discussed. (Becky Kreutz, Foundation Chair.)

E. BOARD BUSINESS

1. Discussion and Action – Election of Board Positions: President/Chair; Vice President; Secretary, Treasurer.

F. Approval of Board Positions: January 2016 - January 2018

Chair - Norman Lorenz, Ed.D.
Vice Chair - Carolyn Duffy
Secretary - Eresa Puch
Treasurer - Tim Lohrentz

(A: Carolyn, Rubin, Eresa, Norman, Tim, Tammy) (N: 0)

2. Discussion – Montessori Compass update/implementation. Guide training took place Friday, January 8, 2016. Guide concerns were addressed and worked through, and goals were set to move forward to speak to concerns about timing of including past learned lessons (child's historical record) while updating new lessons and keeping it in "live time". Additional reporting on implementation will be presented at the February board meeting. Discussion/questions on how/if we can include students to engage with their digital file within Montessori Compass (Inability within the MC program at this time).

3. Discussion - LCAP goals 2, 4

Review of LCAP goals 2-4.

<http://www.rivermontessoricharter.org/uploads/6/0/9/8/6098388/lcap.pdf>

4. Discussion – Emergency Preparedness: Discussion of Safety and Emergency plan.

5. Discussion – Cyber Security: Technology securities are being reviewed and will be updated. Student education on cyber safety and appropriate use is also being considered. Common sense media is being utilized as a resource.

G. Strategic Plan Metric Revisions 2016-18: Goal Setting for 2016

1. Priority One: Community

- a. Student Engagement: Community partnerships, student- led partnerships, taking Montessori outside of the school.
- b. Parent Engagement: Improve communications for parents who cannot be present at the school.
- c. Faculty Development: recruitment, technology integration, affirmation and support for the Montessori philosophy as the driving force, cross relationships with parents & board.
- d. Board Development: increase board training, continual recruitment, increase expertise at the board table, volunteer vs. paid board positions.
- e. Civic Involvement and Engagement: Trash pick-up around the school, student involvement in upkeep with common school areas, go into the community and environment and perform clean-ups.
- f. 2016 Spring Community forum: expert night, Ed camp, importance of Montessori Cosmic Spiral Curriculum

2) Priority Two: Program

- a. Student Attributes: Montessori- focused, stewardship, leadership, student- led.
- b. Student Achievements: CDE required assessments, child- centered achievements, social development, Montessori-based assessments, relational learning.
- c. Social/Emotional Learning
- d. Ed options: Expansion of grade level options; full EC program, Relational learning, secondary ed. (includes grades 7-12)

3) Priority Three: Operations

- a. Student Enrollment & Retention - increase marketing, open houses,
 - b. Addition of Grade Levels
 - c. Accreditation: WASC expiration & AMS
1. Strategies for checks & balances based on other charter standards
 2. CA Small Districts Association, CSDC, CCSA, EDCOE SELPA, National Center for Montessori in the Public Sector , AMS
 - d. Facilities

- e. School Fundraising, Fund Development, Grants & Spending
- f. Communication: Montessori core values, relational learning, promotion of three-year cycle

H. Review & Revise Revolving Board Practices Calendar – *Postpone to February meeting*

- 1. Jan-Dec calendar themes & tasks
- 2. Jan-June Agenda items

I. Corporate Board Policy Review: split into three teams & update areas:

- 1. Community
- 2. Program
- 3. Operations

J. Closing activity - Board Motivation/Recognition

K. Future Agenda Items

River Crew income/program development, Montessori Compass implementation, LCAP 5, Review & Revise Revolving Board Practices calendar, School expansion/grade addition, Student monitors/representatives (board meetings, Foundation meetings, kitchen/bathroom monitors)

L. Adjourn: 4:45 p.m.

Future Meeting Dates: February 9 (6:30 pm), March 11 (1pm), April 12 (6:30 pm), May 10 (6:30 pm), June 28 (6:30 pm).

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River Montessori Charter School

MEETING OF THE GOVERNING BOARD

Regular Meeting Minutes

Location(s): RMCS Conference Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954;

Regular Meeting: Friday, January 8, 2016

A. Opening: 1:15 P.M.

Roll Call: Tammy Cleland, Carolyn Duffy, Betsy Ehlen Hall, Norman Lorenz, Ruben Mejia,

Staff: Julie Carolan

Absent: Eresa Puch, Tim Lohrentz, Ginny Hautau, Kelly Griffith Mannion

Guests: Lisa Baird, Courtney Wolfe, Nancy Feldstein, Becky Kreutz, Daniel Robertson, Eden Belov

B. Agenda Review

C. Public Comment

Lisa Baird shared frustration in that we are six months into the school year without much movement in the implementation of Montessori Compass. She expressed dissatisfaction with the current climate in the Klamath classroom and other parents in the room agreed.

Courtney Wolfe mentioned that the San Lorenzo guide may be a bit overwhelmed with the classroom environment (with 26 students and at times, no assistant).

Nancy Feldstein commented about request to Kelly and Erica about moving child to the Yuba classroom (from Klamath) due to his waning interest and enthusiasm for school. She relayed that Jared turns in assignments "on time" but that she believes due dates are not acknowledged or followed, nor are feedback or corrections being provided. Additionally, Nancy commented that field trips have not been scheduled for this year and parents are still awaiting notification.

D. Approval - Minutes of December 14, 2015

(Ruben, Norman)

(A:) Ruben, Norman, Tammy

(N:) None

E. Brown Act Training

Daniel W. Robertson from Young, Minney & Corr, LLP gave a thorough presentation on the Brown Act.

F. Adjourned: 3:18pm

Future Meetings: January 9, 2016 - Retreat, (8:00am); February 9, 2016 (6:30pm); March 11, 2016, 1:00pm; April 12, 2016 (6:30pm); May 10, 2016 (6:30pm); June 28, 2016 (6:30pm)

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BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Monday, December 14, 2015

A. OPENING — Time: 6:35 p.m.

Locations:

RMCS Conference Room, 3880 Cypress Drive, Petaluma, CA 94954;

Board Member Norman Lorenz *via Google Hangout*. Sacramento, CA.

Board Member Ginny Hautau *via Google Hangout*. 239 Bosque Acres Road, Corrales, NM 87048.

Roll Call: Norman Lorenz, Tim Lohrentz, Tammy Cleland, Ginny Hautau, Ruben Mejia, Eresa Puch

Staff: Christina Isetta

Absent: Carolyn Duffy, Betsy Hall, Kelly Mannion

Guest: Nancy Feldstein, Eden Belov

B. Agenda Review:

C. Public Comment: Nancy comments that she would like an update Montessori Compass. Additionally, she mentioned that there have been no field trips as of yet this year. She wants to know if parents could offer to drive in order to increase field trip opportunities. Question: would this be an issue with busses/ budget?

D. APPROVAL - Minutes of November 20, 2015

(Eresa, Norman)

A: Tammy, Norman, Tim, Eresa, Ruben

E. Director's Report – In Kelly's absence, Norman Lorenz gave a brief report. Kelly has had meetings with Montessori Compass and has coordinated a live webinar for all faculty to learn how to customize the software. Additionally, the group will present at the January board retreat for a better understanding of its use and implementation. Additional feedback from the recent Charter School conference gives us 4 areas to consider.

1) There is an increased focus on social/emotional development in education.

Social/emotional education is built into Montessori curriculum which leaves us in a strong position going forward.

2) We are encouraged to review charter school laws to determine where there is flexibility to align LCAP goals with our strategic plan and education goals.

3) Being fiscally conservative is prudent.

4) Managing marketing messages to highlight innovation and creativity in education is important.

F. BOARD BUSINESS

1) Discussion and action - Re-Appointment Board Members – Norman Lorenz and Tim Lohrentz - for two year term 10/2015 to 10/2017.

(Tammy; Ginny)

(A: Eresa, Ruben, Ginny, Tammy)

(N:0)

2) Discussion and action – Election of Board Positions: President/Chair; Vice President; Secretary; Treasurer. *Postpone to January 8th* in order to accommodate all member participation.

3) Discussion - LCAP goals 2 - 4 - Norman

Due to Kelly's absence we will postpone the LCAP discussion and work for the retreat to discuss - We need to look further at the numbers and budget. This will be on the January agenda.

4) Discussion - Reflection/purple sheet update – Norman. Overall, it's going well. The faculty is continuing to refine the process. Goal is to have more student involvement in the reflection aspect. Norman will do an observation on January 8 and present comments to the board.

5) Discussion and Action-First Interim Report – Christina Isetta.

Christina presented the First Interim Report, which is the financial status of the charter for the current year and three succeeding fiscal years (through 2018-19). It reflects current activity through October 31st and budget projections as of November 30, 2015. Our projected enrollment was 156-161. We are steady at 160 with 6 additional TK students who are not funded. Christina suggestion is that enrollment should remain closed for the remainder of the year due to previous disruption of classes with late enrollment last year. Due to changes in River Crew, income projection went from \$60 to \$40K. Spending remains in line, however, additional spending on materials should be deferred to the following school year. Staffing is steady and no changes are expected. We are within budget with almost every line item. No big surprises.

Motion to approve - First Interim Report

(Ginny, Tammy)

(A:Norman, Eresa, Rubin, Tim, Tammy, Ginny)

(N:0)

Future Agenda Items: LCAP, Emergency preparedness, Committee Reports (finance, foundation, fundraising) Election of board positions.

G. FUTURE MEETING DATES -January 8 (1pm), January 9 (retreat), February 9 (6:30 pm), March 11 (1pm), April 12 (6:30 pm), May 10 (6:30 pm), June 28 (6:30 pm).

H. ADJOURN 7:18 p.m.

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BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Friday, November, 20, 2015

A. OPENING — Time: 1:12 p.m.

Locations: RMCS Conference Room, 3880 Cypress Drive, Petaluma, CA 94954;
Board Member Ginny Hautau *via Google Hangout*. 239 Bosque Acres Road, Corrales,
NM 87048.

Roll Call: Norman Lorenz, Carolyn Duffy, Tammy Cleland, Tim Lorenz, Ginny Hautau
(*via google hangout*)

Staff: Christina Isetta, Kelly Mannion, Beth Flynn, Alisha Piper, Maddy Lorenz

Absent: Tim Lorenz

Guest: Julie Carolan, Eresa Puche, Lisa Baird, Eden Belov, Betsy Ehlen, Nancy
Feldstein

B. Agenda Review:

C. Public Comment: Nancy Feldstein, inquired about 4th/5th year field trips, weekly
“purple sheets” and Montessori Compass. She is looking for a discussion/update in
these areas.

D. APPROVAL - Minutes of October 15, 2015: with corrections

(Carolyn: Tammy)

(A:Norman, Carolyn, Ginny)

(N:0)

E. Director’s Report/Kelly Mannion, Executive Director:

- Community: Faculty Development Day was held November 1, with a professional trainer. All River Montessori faculty and staff came together during this training.
- Formal faculty reviews will be conducted in December; discussions with guides have begun.
- Julie Peterson has started work on the lengthy summary for the state LCAP which will highlight and summarize the relevant information. As a Charter, we are only required to report for 1 year on the LCAP; however, there are different desires at the District and County levels. Additionally, by law, we are only required to report on the 8 LCAP goals which are incorporated into the Charter. The RMCS Charter includes all 8 LCAP priorities so we are reporting at the highest level (all 8). More discussion/decisions needed about what information to include in the future.
- Kelly attended the Charter School conference for two days this week. The big discussion revolved around Los Angeles public school district (the largest district in the State). They are hitting a tipping point with more students moving into charter schools and away from traditional schools. The spirit of the conference was creating culture for creative thinking. The trend in “*Charter Education*” is moving toward

social/emotional learning, leadership, creativity and fostering the love of learning. Kelly will provide feedback regarding the conference outcomes to discuss with the board.

F. Business Manager's Report/Christina Isetta:

- Brown Act training (1-2 hours) is scheduled for January 8th (1-3pm), at River Montessori Charter School.
- The retreat on January 9th is scheduled at WORK in Petaluma. She has been working with the auditor as audit is due December 8th.
- The first interim report is being reviewed looked and, at this time, there are no big financial surprises. The first interim and audit results will be presented in December.
- We have been approved for \$100K in funds for Prop 39 which can be utilized for installation of solar lighting in the building.
- The 6th grade class is fundraising for their overnight trip to Astrocamp with much success and camaraderie. Between all the 6th level fundraisers thus far, they have raised approximately \$1200, with a final goal of \$2000.

G. BOARD BUSINESS

- 1. Discussion and action. Appointment of new Board Member.** Betsy Ehlen Hall, Community Member; Ruben Mejia, Parent Member; Eresa Puch, Parent Member.

Eresa and Betsy both gave brief introductions of themselves and shared which factors led them to express interest in joining the River Montessori Charter School Board.

Approval of new members: Betsy Ehlen Hall, Ruben Mejia, Eresa Puch (Carolyn, Tammy)

(A: Tammy, Ginny, Norman, Carolyn)

(N:0)

- 2. Discussion - Montessori Compass Implementation:**

Utilization of Montessori Compass is still forthcoming. Several obstacles remain and work needs to continue. Current goals are to establish record keeping standards within the software, training (guides and parents in same "language"), scope & sequence. Based on the community forum held in October, Kelly explained the benefits to utilizing Montessori Compass from the perspective of the Guides and parents. From the River Guides' perspective, the benefits to this program include: *record keeping, scope and sequence, general expectations, planning and organization tool, observations and child info, quick email options, data collection, evidence of learning.* From the parent perspective, benefits include: *knowing lessons being given, communication tool between guide and parents, communication tool to drive conversation between parents and children, access to progress reports, scope & sequence, effort and observational notes.*

Question: What kind of training is available from Montessori Compass?

Concerns: How can we address issues by grade levels? How can we ensure/provide equity of access (provide computer access at school for parents?). Currently, the software is available only in English. Record keeping in Upper EI is very different and not as clear as in Lower EI due to the scope of the work. There is no apparent area to input effort or whether the assignment was completed to the ability of the student. Can we organize parent volunteer for each guide to assist with data entry into the system? Kelly will inquire about organizing a webinar training with Montessori Compass for parents, guides and the board.

The current communication tool being utilized is a “purple sheet” reflection which is completed weekly. Each reflection includes feedback from both child and guide. Each reflection takes Beth Flynn approximately 15-20 minutes per child.

3. Discussion - Cybersecurity: This issue is in response to parent concern. Discussion deferred shelved to the January retreat, when topics will include safety on all levels, including cyber safety. Our current firewall was set up by a parent volunteer who is no longer involved with the school.

4. Closed Session (54957)–A closed session may be conducted to consider appointment, employment, evaluation of performance of an employee. Personnel matters.

Closed session: 3:10 p.m.

Discussion: August - December guide evaluations. Re-affirm policies regarding classroom observations and chain of communications.

Open session: 4:05 p.m.

H. FUTURE AGENDA ITEMS:

- Align LCAP goals with our strategic plan (retreat), LCAP goals 2-4 (Kelly, December).
- Discussion - how to incorporate Montessori student achievements into the LCAP summaries and reports,
- Reflection/“purple sheet” update.
- Emergency preparedness.
- Cyber security.
- Discussion: shall all eight (8) state LCAP priorities continue to be included into our charter?
- Discussion: how to incorporate Montessori student achievements into the LCAP summaries and reports.
- Invite foundation members to Brown Act Training (Jan 8).

I. FUTURE MEETING DATES:

December 8 (6:30 pm)

January 8 (1pm)

January 9 (retreat)

February 9 (6:30 pm)

March 11 (1pm)

April 12 (6:30 pm)

May 10 (6:30 pm)

June 28 (6:30 pm)

J . ADJOURN — 4:15 p.m.

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BOARD OF DIRECTORS – Minutes

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

Additional Meeting: Monday, September 14, 2015

A. Opening — Time: 5:41 p.m.

Locations: RMCS Conference Room, 3880 Cypress Drive, Petaluma, CA 94954
Board Member, Norman Lorenz, 9490 San Paulo Cir, Elk Grove, CA 95624, via skype
Board Member, Tim Lorenz, 631 Greenbriar Circle, Petaluma CA 94954, via skype

Roll Call: Norman Lorenz, Tammy Cleland, Tim Lohrentz, Carolyn Duffy

Staff: Christina Isetta, Kelly Mannion,

Guests: 0

Absent: 0

B. Agenda Review

C. Public Comment: None

D. Approval - Minutes of August 11, 2015, shelved.

E. Board Business

1. **Discussion & Action: 2014/15 unaudited actuals, Christina Isetta.** Comparing audited and unaudited expenses. We are taking the first look at the end of last years' actual spending, but the final step will be the audit. There were no surprises in the actuals. The CPA firm retained for this year's audit remains the same as last year.
2. **Motion to approve unaudited actuals:** Carolyn Duffy; Second, Norman Lorenz
(A; Tammy Cleland, Tim Lohrentz, Norman Lorenz, Carolyn Duffy)
(N: None)

3. Discussion & Action: Election of new board members, Christina Isetta.

Christina advises against adding Julie Carolan as a community board member. Julie is currently working for the school as an independent contractor which could be a conflict of interest. Christina advises approval for adding Ginny Hautau as a community board member.

4. Motion to approve Ginny Hautau as a 2015-2016 community board member:

Carolyn Duffy; Second, Tammy Cleland

(A; Tammy Cleland, Tim Lohrentz, Norman Lorenz, Carolyn Duffy)

(N: None)

5. Discussion: Closed Session (54957): Kelly Griffith Mannion.

Closed Session: Title 5 Education Code, Child rights & safety.

Closed Session Adjourn: 6:07 p.m.

Regular Meeting Reopen: 6:07 pm

F. Future Agenda Items: Approve minutes (Aug. 11, Sept. 11, Sept. 14), Retreat location.

F. Future Meeting Dates - October 15, November 20, December 8, January 8, February 9, March 11, April 12, May 10, June 28

G. Adjourn - 6:09 p.m

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BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Friday, September 11, 2015

A. OPENING — Time: 1:10 p.m.

Locations: RMCS Conference Room, 3880 Cypress Drive, Petaluma, CA 94954

Roll Call: Norman Lorenz, Carolyn Duffy, Tammy Cleland,

Staff: Christina Isetta, Kelly Mannion

Absent: Tim Lohrentz

Guest: Melissa Franks, Becky Kreutz, Eden Belov, Nancy Feldstein, Lisa Baird, Courtney Wolfe, Michelle, Bethany Mullers, Julie Carolyn, Julie Peterson

B. Agenda Review: *Item G2 moved to Sept. 14, 2015 meeting*

C. Public Comment: Lisa Baird addressed the concern of communication especially in regards to the upper elementary. She and others in the group feel there needs to be improvements in communication to parents regarding student progress within the classroom. Questions arose around Montessori Compass and if/when the information will be shared with parents. Purple sheets, which were used in the past to relay this information, were also discussed as a workable solution for "checking in" with parents.

D. Approval of August 11, 2015 minutes: *postpone to Monday Sept 14, 2015 (Tim Lorenz absent)*

E. Business Manager Report: Christina Isetta. The first alumni day has occurred and was a great success. We participated in the heirloom festival and won 3rd place. Tomorrow is Touch-a-truck event. Books are being worked on and are close to being closed out. Old adobe's new business manager came for a visit and was well received. An \$11k oversight fee was not billed properly from Old Adobe, and due to the mistake, was ultimately waived.

F. Director's Report: Kelly Griffith Mannion.

Operations: The focus has been in updating and improving in the classroom materials. The materials are coming in for the TK levels to offer consistency in materials as they move up in levels. Moving materials to areas where they are best utilized remains a work in progress. Testing results are being analyzed from CAASP tests. The format for presenting results has been completely changed and further inquiry is necessary. This year, we will use interim blocks as formative blocks to assess the children and

determine the areas which need improvements. The decision of whether or not to do a 3rd interim is being discussed among the staff. Logistics and timing will all be considerations. Montessori Compass is a challenge as the scope is large and implementation is difficult. Work continues to address the challenges and training is ongoing. Hearing and Vision testing has begun.

Community: Participation of the weekly poles has been low. We are getting approximately 30 - 60 responses and the idea of moving it from weekly to monthly or quarterly is being questioned. Julie Carolyn is working with the staff on improving communications via newsletters and/or social media.

Operations: Facilities are still being fine tuned. Working with Cypress has caused a bit of delay in certain common areas. Staffing challenges remain with assistants. We have welcomed our first student teacher from Dominican. She is working on a combo degree in special ed and multiple subject and will work with both River and Cypress. Sonoma State is sending some students for observations. We have job ads going out for more assistants. Touch a truck. The Alex's Lemonade Stand fundraiser is going to be a school project and the students seem quite engaged and excited to begin. We

G. BOARD BUSINESS:

1. Discussion: Christina Isetta.

El Dorado County Charter SELPA Local Plan Revision – Governance and Administration.

1. In May, 2014 the Charter SELPA CEO Council approved updated policies to align many of the governance activities with current practice. The Charter SELPA Local Plan Revision – Governance and Administration Chapter has been updated to reflect the current policies of the Charter SELPA. In May, 2015 the Charter SELPA CEO Council approved the updated Local Plan Revision – Governance and Administrative Chapter, a copy of which has been provided to the members of this board.

Recommendation:

It is recommended that the board of River Montessori Charter School, in accordance with federal and state laws and regulations, shall adopt the El Dorado County Charter SELPA Local Plan and its updated Governance and Administration Chapter.

Motion to approve: Norman, Tammy
(A: Norman, Carolyn, Tammy)

2. **Discussion and action- Unaudited Actuals – Christina Isetta - moved to Sept. 14, 2015.**

3. **Discussion and action - Create task calendar for oversight calendar.**

4. Discussion and action - 7 / 8 grade expansion: Expansion with adding grades 7 and 8 continues. Concerns include facilities, curriculum, staffing, class size, socialization needs. Lisa Oqoya will act a consultant in expansion and facility acquisition. We have 8 students in the 6th level and waiting to add the 7th grade for the current 5th levels may be prudent. District approval would be needed in addition to a charter amendment. Important to Kelly, is that philosophy lead the program. Extensive research and thoughtful planning would be needed. Thoughts revolve around the authentic Montessori experience and the need for stability and adjustments to transition. Discussion will continue and the goal of adding a 7-12 remains. Adding middle school to River would probably be more realistic in school year 2017-2018.

5. **Discussion and action - LCAP goal 1 – Kelly Griffith Mannion.**

Kelly gave an overview of LCAP goal 1 and the benchmarks used to measure and reflect on the success of meeting the goal. credentials, satisfaction rate = 85%, Ideas for utilizing the data from the LCAP and Montessori Compass and

6. Discussion and action - Parent Forum October 15, 2015. 3 entities under Ed Camp framework. Program (instruction, curriculum), Community (foundation), Operations(finance). Focus on current and future.

Committee Reports:

1. Foundation: Melissa Franks. The Foundation provided \$12,500 to the school. The gala date is set for April 30 and the theme is a casino night (including a silent and live auction). Location is Herman and Sons Hall. Adding a cookie fundraiser. Lagunitas fundraiser is being planned and there is a high amount a dads involved in the planning. Conference buffet sign ups will go out in order to support the guides during parent conferences.
2. Fundraising. Work continues slowly. The intention and goal of the board is to raise funds to support additional programs.

J. FUTURE AGENDA ITEMS: Create task calendar for oversight calendar, new board members, formalize safety procedures and training,

K. FUTURE MEETING DATES: September 14, October 15,

L. ADJOURN — 4:36 p.m.

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of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, August 11, 2015

A. OPENING — Time: 5:36 p.m.

Locations: RMCS Conference Room, 3880 Cypress Drive, Petaluma, CA 94954

Roll Call: Norman Lorenz, Carolyn Duffy, Milagros Ott, Tammy Cleland, Tim Lohrentz

Staff: Christina Isetta, Kelly Mannion, Beth Flynn

Foundation: Becky Kreutz, Melissa Franks

Absent: None

B: AGENDA REVIEW

C. Public Comment: None

D: APPROVAL- Minutes June 24, June 29, July 22, 2015

Motion to Approve: June 24, June 29, July 22, As modified

Milagros, Second, Tim

(A-5)

(N-0)

E. BUSINESS MANAGER REPORT– Christina Isetta: Working on closing the books - deadline is Sept 4th. Current enrollment is 169 with a waiting list in every grade except TK. Petaluma schools start next week so there may be some enrollment loss. The Manzanita School will not be opening this year so some students may remain at River. The first alumni volunteer day will occur tomorrow with about 15 alumni signed up to help. A lot of facility improvements have occurred. Communication with the State Controller's' Office (Division in Accounting) in regards to missing lottery funds indicates that the approximate \$21K in funds will now be allocated in Fiscal Q1 (December) which were originally expected the previous April. Email text is attached to the end of these minutes.

F. DIRECTOR'S REPORT- Kelly Mannion: Kelly read a quote by Dr. Maria Montessori about the absorbent mind. The school year has begun and we are off to a great start.
Program: The Bridge program was a success and the 2 TK-K classes are functioning really well. Having the whole community together (board, foundation and staff) for the kick-off to professional development and 2015-2016 school year was very well received. The focus for the start of the year has been on the Montessori Philosophy, letting it lead the way for instruction. The understanding is that Common Core standards can be learned and understood through Montessori teaching methods. Creating lifelong learners is a school priority. CAASPP preparations are in the works. Last year CAASPP results have come in but are still being put in

a format to share with families. Results will go out soon. Norman and Kelly performed recent classroom observations together. Interim Assessment Blocks are being used for assessments. New materials have been put to use in the classrooms, and have been well received.

Community: English learners in the school have risen from 17 to 42 which indicates a big rise in our student diversity. Montessori Compass is setup to use, but the guides continue to learn. The information can be used to align Montessori teaching to the common core standards. Surveys are going out on Fridays and they are coming back with useful feedback from families. Kelly gave a summary of support going out to guides including assessment & observations designed to aid guides in their professional development. Common Core lessons for new guides are occurring. Communal faculty meetings are also occurring. Level Meetings are occurring once a week as opposed to once per month.

Civic engagement: The River/Cypress friendship partnership has resulted in an award from Cypress (2nd annual partnership award).

G. BOARD BUSINESS

1. Discussion and action – Approval of 2015-16 RMCS Staff:

Motion to Approve: New and continuing at-will employees.

2015/16 Hires

Administration:

Kelly Griffith Mannion – Director
Christina Isetta – Business Manager
Anne Kirven – Operations Manager
Paola Fredo Conde – Administrative Assistant

Guides:

Beth Flynn – Upper Elementary
Erike Yorke – Upper Elementary
Deanna Peake – Lower Elementary
Lisa Hartman – Lower Elementary
Emily Miyano - Lower Elementary
Grace Powers – TK/K
Luis Villacreces – TK/K

Assistants:

Ping Flynn
Adriana Gonzalez
Mary Matli

Kayla Prosser
Azucena Quinonez
Maria Rodriguez

Special Ed:

Barbara Bates Stokes
Megan Martin

River Crew:

Eunice Tores-Lopez

Carolyn, Second: Milagros
(A-5)
(N-0)

Motion to Approve: Maddy Conden Lorenz

Milagros, Tammy
(A-4)
(Abstain-1) Norman recused himself (Left the building during vote)

2. Discussion and action - 2015-16 Master Contract and Individual Service:

No changes to the Master Contract have been made from last year.

Motion to Approve:

Tim, Carolyn
(A-5)
(N-0)

3. Discussion - Charter School Development Center (CSDC) CDC Conference

Discussion regarding attendance to this conference on November 16-17 2015. Christina, Kelly and some board members may attend. Registration deadline is Oct 31.

4. Discussion and action – Create the action calendar for 2015-16

5. Discussion and action - Set a schedule to discuss 10 LCAP goals

H. COMMITTEE REPORTS/ UPDATES- 5 minutes each

1. **Foundation:** Becky Kreutz gave a summary of Foundation activities. Recent activity included the back to school BBQ which raised just under \$1000. Additionally, the new website integration with the school launched and has been a big success. Finances are being reconciled from last year but the cash flow is positive and a payment to the school should soon be approved.

2. **Fund Development – Carolyn Duffy:** Is currently working on 2 letters to different audiences (alumni and donor).

i. **FUTURE AGENDA ITEMS:** Discuss 7 / 8 class expansion, Invite foundation to participate in September, November and February meetings to discuss school expansion and building allocation, LCAP goal 1, Create task calendar for oversight calendar, prepare for parent forum on October 15, board self evaluation

J. **FUTURE MEETING DATES:** September 11 (1pm), October 15 (5:30 pm), November 20 (1pm), December 8 (5:30pm), January 8-9 (board retreat), February 9 (5:30 pm), March 11 (1pm), April 12 (5:30pm), May 10 (5:30pm), June 28 (5:30)

K. **Adjourn:** 9:22 pm

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Fwd: River Montessori Charter School #49-70847-0119750

Christina Isetta <cisetta@rivermontessoricharter.org>

Aug 11

----- Forwarded message -----

From: <msilvera@sco.ca.gov>

Date: Monday, August 10, 2015

Subject: River Montessori Charter School #49-70847-0119750

To: cisetta@rivermontessoricharter.org

Hello,

It happened because of a classification done at the state level. We are revising procedures that have been in place for years.

Thank You

Mike Silvera

State Controller's Office
Division of Accounting and Reporting
Local Apportionments
(916) 323-0704

From: Christina Isetta [mailto:cisetta@rivermontessoricharter.org]
Sent: Monday, August 10, 2015 4:24 PM
To: Silvera, Michael <msilvera@sco.ca.gov>
Subject: Re: River Montessori Charter School #49-70847-0119750

Thanks for the update. Can you let me know if I missed doing something? I want to make sure whatever caused the problem doesn't happen again (especially if it was my fault :)

Thank you!

Christina

On Mon, Aug 10, 2015 at 3:59 PM, <msilvera@sco.ca.gov> wrote:

Hello,

I haven't got the official word yet, but pretty sure we will be able to "open" the district back up for the 4th quarter. Our standard procedure for applying adjustments, for the funds not allocated in the first three quarters, will happen in the 1st quarter of the 2015-16 fiscal year in December.

Thank You

Mike Silvera

State Controller's Office
Division of Accounting and Reporting
Local Apportionments
(916) 323-0704

From: Christina Isetta [mailto:cisetta@rivermontessoricharter.org]
Sent: Thursday, August 06, 2015 2:19 PM
To: Silvera, Michael <msilvera@sco.ca.gov>

Subject: Re: River Montessori Charter School #49-70847-0119750

Hello-

Can you please let me know if there is an update regarding our lottery funds? I need to report this information to our board at our meeting on 08/11. Thank you!

Christina Isetta

On Tue, Jul 21, 2015 at 10:51 AM, <msilvera@sco.ca.gov> wrote:

Hello,

We are still looking into the matter with the California Department of Education. I have a note to get back to you when we have an answer and solution.

Thank You

Mike Silvera

State Controller's Office

Division of Accounting and Reporting, Local Apportionments

(916) 323-0704

From: Christina Isetta [mailto:cisetta@rivermontessoricharter.org]

Sent: Tuesday, July 21, 2015 10:42 AM

To: Silvera, Michael

Subject: Re: River Montessori Charter School #49-70847-0119750

Good Morning-

Can you please let me know what needs to get done so that we can receive our Lottery funds? I am also curious to find out why we did not receive them and what I can do so that future payments are received on time. Any help you can provide is greatly appreciated.

Christina

On Thu, Jul 16, 2015 at 2:14 PM, Stel Cordano <SCordano@cde.ca.gov> wrote:

Hi Christina,

According to our records, 154 ADA was reported to the State Controller's Office for purposes of lottery. I am not sure why the River Montessori Charter did not receive lottery funding in 2015. I do see a notation that the charter was renewed in 2014 and replaced the State Board of Education as to authorizer to Old Adobe School District. I have copies Mike Silvera on this email who can assist you.

Stel Cordano, Consultant

School Fiscal Services Division

Department of Education

1430 N Street, Suite 3800

916.327.0378

scordano@cde.ca.gov

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Monday, July 22, 2015

A. OPENING- TIME: 9:15 AM

Location: RMCS Conference Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954

Roll Call: Tammy Cleland, Norman Lorenz, Tim Lohrentz, Milagros Ott (in attendance for half of meeting)

Absent: Carolyn Duffy

Staff: None

Foundation: Becky Kreutz, Melissa Franks, Courtney Wolfe

B. AGENDA REVIEW- 5 Minutes

C. COMMITTEE REPORTS/ UPDATES- 5 minutes each

Foundation – Update on 2015/16 planning and goals: Becky Kreutz; Foundation Chair. Becky gave an overview of the foundation's activities and events. The foundation is looking to add a wrap Wednesday lunch fundraiser in addition to the pizza Monday lunch. The Kick-Off BBQ is set for August 2nd. A major goal this year is to increase the level of participation in the bridge fund (last year was only 38%). The foundation web page will now be a tab on the school's website to demonstrate the collaboration and partnership of the foundation and school. The foundation has discussed and is working to improve communication with families. The focus is consistency of communication. Norman states he would love the foundation to participate in the Spring and Fall open forums.

D. Public Comment: None

E. DIRECTOR'S REPORT- 15 minutes: None

F. BOARD BUSINESS:

1) Discussion – Strategic Outlook/Planning for the 2015/16 School Year

In terms of operations, we will need to discuss the feasibility of adding a 7 and 8 level by next year. There are several factors to consider including the efforts it will take to secure a new location. We currently have 8 enrolled 6th year students. Further discussion and inquiry about the T-K program and its funding will take place at a later date. Would we add an additional K classroom? How would the assimilation work in terms of the upper elementary students? How can we minimize the changes? With just 2 traditional middle school options in Petaluma, there

seems to be larger need in the community for alternatives for a middle school experience. With lower class size, there would be a need to collaborate with other middle school groups to ensure socializing and collaborating opportunities with more students. The enterprise model was discussed in which the junior high program operates as a self contained enterprise (business, non-profit, co-op etc) providing inspiration, real life experience and collaboration opportunities with other schools or community groups. Norman spoke to his experience of adding these grade levels at 4-5 other Montessori schools.

G. FUTURE AGENDA ITEMS: Approve minutes for June & July, Identify Strategic Plan addendum for adding 7, 8 grade (adding 7th in 2016-2017 and 8th in 2017-2018), Review the charter and discuss a charter addendum, discuss facility needs and re-align with consultant (Liesa Olukoya) in November? Create timelines for all plans and strategies and action items discussed at the February Board Retreat.

H. FUTURE MEETING DATES - August 11, 2015 - 5:30 PM

I. ADJOURN: 10:21 a.m.

BOARD OF DIRECTORS – Minutes

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

Additional Meeting: Monday, June 29, 2015

A. OPENING — Time: 4:48 p.m.

Locations: RMCS Conference Room, 3880 Cypress Drive, Petaluma, CA 94954

Roll Call: Norman Lorenz, Milagros Ott, Tammy Cleland, Tim Lohrentz

Staff: Christina Isetta, Kelly Mannion,

Guests: 0

Absent: Carolyn Duffy

B. Agenda Review

C. LCAP 2015-2015 - Discussion & Action: Kelly Mannion, Director: Kelly led a discussion about the LCAP (Local Control and Accountability Plan) and asks the board to approve the current document. The board feels that further discussion about the 10 goals within the LCAP should be discussed in detail throughout the year.

Motion to approve: Tim; Second, Norman

A:4 (Norman Lorenz, Milagros Ott, Tammy Cleland, Tim Lohrentz)

N:0

Abstain:0

D. Budget Approval - Based on previous discussion and provided budget documents.

Motion to Approve: Milagros; Second, Tammy

A:4 (Norman Lorenz, Milagros Ott, Tammy Cleland, Tim Lohrentz)

N:0

Abstain:0

E. FUTURE AGENDA ITEMS: Board member consideration: Julie Carolyn, lunch program, transportation, after school programs, human resources, Friends of the River, Charter School Development Center (CSDC) CDC Conference next November 16-17 for administration and board attendance, Discussion re: 1st level Montessori preference. Create the action calendar for 2015-2016. Set a schedule to discuss 10 LCAP goals.

F. FUTURE MEETING DATES - July 22, 2015

G. ADJOURN - 8:56 p.m.

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