

**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
October 18, 2018
6:30 PM

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

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: 100 The City Drive S., Orange, CA 92868
- Ginny Hautau: 22 Link Street, NW, Albuquerque, NM 87120

A. CALL TO ORDER

1. Eresa called the meeting to order at 6:35 PM.
2. Directors Norman Lorenz, Ginny Hautau, Eresa Puch, Ruben Mejia, and Eva Covarrubias were present. (*Absent: Tim Lohrentz*)
3. Staff present: Kelly Mannion - Executive Director, Michelle Leonard - CBO, Julie Carolan - Administration and Communications Manager, and Lorna Rochman-McEntire - Education Specialist/Coordinator of Student Support Services
4. Candidates for Board of Director positions - Michelle Hammons and Glenn Royes

B. READING OF RMCS MISSION & VISION

1. Ruben read the Mission and Vision statements.

C. APPROVAL OF AGENDA

1. Meeting Agenda was approved with unanimous consent (5-0-1).
 - i. Aye: Norman, Ginny, Eresa, Ruben, Eva
 - ii. Nay: 0
 - iii. Absent: Tim

D. 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.

E. APPROVAL OF 08/08/2018 and 09/14/2018 MEETING MINUTES

1. Minutes of the August 8, 2018 and September 14, 2018 Board meetings were approved with a motion from Ruben, second from Eva, and unanimous consent. The motion passed (3-0-1-2).
 - i. Aye: Eresa, Ruben, Eva

- ii. Nay: 0
- iii. Absent: Tim
- iv. Abstain: Norman, Ginny

F. COMMUNICATIONS

1. Foundation / Fundraising Report - None
2. RMCS Executive Director's Report - Kelly
 - i. There are some student transitions. Admin is enrolling from the waitlist to be back to capacity quickly.
 - ii. LCAP local measure update due Nov 6
 - iii. Navigating through UC Berkeley furniture donations
 - iv. Partnership with landlord regarding maintenance of trees and surrounding environment
 - v. Integrated pest management plan
 - vi. Lorna reported on the California schools dashboard that is open publicly showing state and local indicators as well as the support system beginning in the 2019-20 school year.
 - vii. Outreach Report - None
3. Finance Report - Michelle L.
 - i. The independent audit for 2017-18 is now complete. It was a clean audit result with no adjustment needed.
4. Facilities Report
 - i. Research regarding facilities/improvements continues.

G. BOARD BUSINESS

1. Discussion & Action: Board Development Transition & Installation of New Board Members
 - i. The Board and Administration presented tokens of appreciation and expressed gratitude to the many years of service and dedication to the school community by Norman Lorenz and Ruben Mejia.
 - ii. Michelle Hammons and Glenn Royes introduced themselves and offered their commitment and service to the RMCS school community as candidates for Board Membership.
 - iii. The motion to install Michelle Hammons and Glenn Royes as new members of the RMCS Board of Directors passed (5-0-1).
 - Aye: Norman, Ginny, Eresa, Ruben, Eva
 - Nay: 0
 - Absent: Tim
 - iv. The motion to promote Eresa Puch to the role of Chairperson of RMCS Board of Directors passed (4-0-2).
 - Aye: Ginny, Eresa, Eva, Glenn
 - Nay: 0
 - Absent: Tim, Michelle
 - v. The motion to promote Glenn Royes to the role of Secretary of RMCS Board of Directors passed (4-0-2)
 - Aye: Ginny, Eresa, Eva, Glenn
 - Nay: 0
 - Absent: Tim, Michelle

2. Discussion: Board Hosting - RMF Coffee Social - Set Date
 - i. The Board will host the RMF Coffee Social on January 18, 2019.
3. Discussion: RMCS Emergency Plan Revision/Update
 - i. Due to new State regulations in response to many events such as natural disaster and political events, we will review and update our current policy based on best practices. To be Discussion/Action item for December BOD meeting.
4. Discussion: Board Calendar / Policy Review Planning
 - i. Many of our current policies require cyclical review. Board agrees to utilize CSDC's suggested calendar for approval of policies by subject matter and an assignment of items to each Board member and Admin staff. To be included as an action item for BOD meeting in December.
5. Discussion: Form 700 / Update for incoming and outgoing Board members
6. Discussion: Charter Renewal Update
 - i. Kelly provided updates regarding RMCS Charter renewal.
 - ii. Potential next BOD meeting (tentative; dependent on Charter submission):
 - October 25, 2018 at 6:30 PM
 - October 30, 2018 at 6:30 PM
 - November 8, 2018 at 6:30 PM (right after the Board Community Forum at 5:00 PM)

H. ADJOURNMENT

1. Eresa moved to adjourn the meeting at 9:09 PM. The motion passed with unanimous consent (4-0-2).
 - i. Aye: Eresa, Ginny, Eva, Glenn
 - ii. Nay: 0
 - iii. Absent: Tim, Michelle

Future Meeting Dates:

- December 12, 2018 - 6:30 PM
- January 12, 2019 - 9:00 AM to 4:00 PM (Board Retreat)
- March 13, 2019 - 6:30 PM
- May 8, 2019 - 6:30 PM
- June 26, 2019 - 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
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.

