

BOARD OF DIRECTORS – Minutes

3880 Cypress Drive 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 "<http://www.rivermontessori.org>" www.rivermontessori.org.

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

REGULAR MEETING: January 5, 2010

A. CALL TO ORDER

Time: 7:12 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Norman Lorenz, Sara Peracca, Kim Zeunert-Mattison, A: Erica Wilcher

B. APPROVAL Agenda/Additions

C. APPROVAL Minutes: December 8, 2009 M:Christina Isetta S: Kim Zeunert-Mattison A:5

PUBLIC COMMENT :1) Heather Hupp-4th grade child, size of upper el leading to discipline and academic concerns-no break prep period, recommend having paid parent. 2)Kim Shippey 4th grade parent concern child accountability 3) Traci Di Stefano, 4th grade parent concerns monitoring felt promised small classroom 4) Denise Tranfaglia 3rd grade parent felt promised small classroom, felt not notified that classrooms would be growing-desires info how children admitted, would like to know how new children transitioned into classroom 5) Leslie Harrison-Lee 3rd grade parent, pleased school functioning but concern close to breaking point for control issues, concern for silent work period.

DIRECTOR'S REPORT : 88 students enrolled Jan. 5, 21, 20 and 20 in lower el. 27 in upper el and enrollment continuing. Will begin interviews this week for teaching asst., have some candidates and continuing to advertise for positions (asst. and full for 2010 and 10/11) began advertising in Dec. Enrollment will be 90 by end of week.

Applications for 2010/11 will be ready next week. Capped for 4th graders but will continue to enroll until 100 students. Curriculum committee to help alleviate interim process e.g. having older children helping in lower el.

Discussion: race to the top fed funding-state MOU due jan. 8th to commit to work with state for national core curriculum (90 day to submit plan)-CSDS doesn't know how much money and most likely funds for title I schools, terms of grant unclear and don't know if costly items mandated. potential to be part of collaboration of strategic plan to meld into existing matrix. Calpads report due the 15th and gearing up for

STAR testing. River club am discontinued. Professional development: progress reports and accountability system developed.

FINANCIAL REPORT: 1st Q report for fed start up grant needs to be redone and meeting regarding federal grant and second bench mark report. no large new purchases-LBA to put out to bid to reduce landscape maintenance cost, looking into lowering costs of P&L. will send out another announcement regarding need to get income data

G. OLD BUSINESS

Discussion and Possible Action Discussion of Year Round School 2010-2011: last day of school june 18th, need minimum of three-four weeks for construction. August 16th year round schedule first day of school. aug 9th start day for teachers curriculum committee to discuss 7 staff development days to be holistic towards end goal **M: Sara Peracca S: Norman Lohrenz A:5 O:1**

Discussion: summer program deferred for next year

H. NEW BUSINESS

1. **Closed Session to take place at end of meeting.**

2. **Discussion and Possible Action** Policy for After Care-Christina and Sara to develop

3. **Discussion and Possible Action** Enrollment preferences clarify with federal grant in district preferences does not take precedence over priorities in charter. Lottery by grade level with 3 to 2 preference in district to out of district-35 1st graders for 2010-11. For year three, need to clarify state requirements regarding in district. Ann or Tim to clarify with Debra Probst.

Discussion and Possible Action Establishment of Evaluation Committee-Sara and Christina

Discussion and Possible Action Establishment of HR Support, Erica

Discussion Set dates for Board Retreat: visionary training/build community set goals friday night thru sat. March 12/13th or 19th/20 and Town Hall Meeting: Highlight area of success of charter and growth potential goals to be set, opportunity for critique, introduce board, discuss budget. Thursday night-February 4th 6pm. Board meeting changed from April 6th to April 13th.

Discuss teacher salary schedule: will examine figures next year

I. COMMITTEE REPORTS

1. Foundation Report: Feb 27th tentative pancake bfast, enlist parents to become sustainers. Office manager to input interested parents into foundation list.

2. Montessori Leadership Committee: Overview of purpose, redefined mission and responsibilities, kelly writing to present to committee by jan 20th meeting. Will meet once a month. discussed need for montessori teacher assistance in classrooms. Discussed how teachers will prepare for STAR.

3. Site Report construction phase 2 tuesday proposed inspection, fence donated by home depot to go up after. Street signs ordered and pavement painting to take place in two weeks

4.Outreach Committee: Focus on latino outreach. meeting scheduled with two parents to strategize.

5.Volunteer Committee: if volunteering enrolled children may participate in River Club for free during that time.

6.Board Dev. Report: Guadelupe as potential

J. FUTURE AGENDA ITEMS:

BOARD ACTIVITIES

closed session: Personnel issues

M. ADJOURNMENT :10:09pm

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REGULAR MEETING: February 2, 2010

A. CALL TO ORDER

Time: 7:09 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Norman Lorenz, Sara Peracca, Kim Zeunert-Mattison

B. APPROVAL Agenda/Additions Approval Oct 25th minutes M:Sara Peracca S: Tim Lohrentz A:5 N:0 Approval Jan 5th minutes M:Sara Peracca S: Tim Lohrentz A:5 N:0

D. PUBLIC COMMENT: Leslie Harrison, parent 3rd grader sent letter thanking board for a quick response to stabilize Ms. Peake's class.

E. DIRECTOR'S REPORT: Discussed enrollment issues, priorities in categories in lottery to be clarified. Report cards coming out next week. Preparations for STAR testing begun. Many visitors for current enrollment. Enrollment projected to be 93 by next week. California charter schools conference March 1-4th M-Th recommends someone from River to attend. Foundation receiving information regarding new enrollees and foundation information going to new parents. Calendar draft presented with modified year round schedule recognizing STAR testing needs.

F. OLD BUSINESS

Discussion Enrollment preferences. During the federal grant period, there will be one round of lottery for each year, if needed. It allows for an exemption from the lottery of 1) up to 10 percent for children of founding families and teachers, and 2) it allows exemption to siblings of current students unless the total number of the previously mentioned 2 categories exceeds 35. If that is the case, all siblings of current students will go in the lottery with all remaining children though the siblings will be weighted, the amount to be determined by the School board. If the number of the previously mentioned two categories does not exceed 35 then all remaining applicants will enter a lottery. Of these remaining applicants, those children that live in Old Adobe District will be weighted favorably in the lottery. This favorable weighting is due to the fact that the school is located within the confines of Old Adobe District and because the county provides a certain portion of property taxes to River Montessori Charter School. Year 3, our procedures will follow state law with the only difference being that the school will allow 20 percent of the first category that now will include not only founding families' children and teacher's children, but also the children of all staff and board members. Lottery is public and we will have coded cards with an outside person to conduct the drawing.

G. NEW BUSINESS

1. Discussion River Club Policy sent to committee to finalize.
2. Discussion City Proclamation for Montessori Awareness week.
3. Discussion Salary Budget Line Item for next year contracts for classroom teachers and assistant teachers. Can not include both cost of living increase and increase related to increased experience. Recognition that each teacher needs an assistant for authentic Montessori but limited by budget constraints. Finance committee to see possibility of finding money for offer positions. Next year will have 4 classrooms of 21 in lower elementary classrooms and in upper elementary two classrooms of 25/26. Need to see if we are eligible for stimulus dollars.
4. Discussion Town Hall Meeting – format and agenda: Ann to MC with introductions and explain format- answer general questions with regard to policy and procedures and guidelines for children set. Will take questions with cards and hands. Tim: Relationship

- state and county. Budget and budgeting process. Christina: Relationship board and parents, Site. Kim: goal and purpose of Montessori leadership committee, Norman: broader charter schools and alignment curriculum aged 6-12. Ann: specific our school. Sara: volunteer and parent survey. Ann to contact Foundation board president to say a few words. Construction plans will be brought for town hall meeting.
5. Green Policy: Sara will develop and bring to board for approval.
 6. Grievance policy: Ann to present to board for formal approval.

H. COMMITTEE REPORTS

1. Foundation Report: Pancake breakfast Feb 27th, Children's walk-a-thon 23rd of May. Foundation to cut check for \$7,500 to go to line item in budget. Sustainer drive to start soon.
2. Montessori Leadership Committee: purpose to work with the Board of Directors and Admin to address opportunities to encourage authenticity of Montessori methodology in leadership and implementation across all aspects of RMCS such as BOD interaction, administration, faculty, non-certified and certified staff, family community, and relationships and partnerships with local, state, national and international Montessori and civic communities. Discussed preparation for STAR testing suggestion to use Montessori Made Manageable test preparation and giving the children a sheet a day individualized with items that coincide with the testing. Ann is using a faculty goal setting for professional development and community self assessment. Discussed town hall meeting, the need for assistants. Recommended parent in classroom during one week testing period. Conferences, website suggestions, and curriculum alignment to be discussed at next meeting 24th Feb 5:30pm
3. Finance Committee: Recognize need calendar stating when financial reports need to be submitted. Need to clarify who prepares budget projections and need to collect from parents for livescan. Freeze on new office supplies. Indefinite permanent freeze on orders from Fishman's. Janitorial line item cut by half with volunteers. PG&E to do energy audit.
4. Outreach Committee: Dates being set for Spanish meetings. Flyer developed and being disseminated.
5. Board Development Committee: Erica Wilcher resigned. Have two potential leads, one with HR background and the other in business. Need more recommendations.
6. Evaluation Committee: Evaluation forms will be sent to board members and to the former board president regarding Director Evaluation. A staff survey and parent survey will also be developed.

J. Closed Session

Discussed staff evaluation
Need for Spanish translation.

L. ADJOURNMENT: 9:10am

BOARD OF DIRECTORS – MINUTES

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REGULAR MEETING: March 9, 2010

A. OPENING :Time: 7:05 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Norman Lorenz, Sara Peracca, Kim Zeunert-Mattison

B. APPROVAL Agenda/Additions Minutes: February 2, 2010 M: Kim Zeunert-Mattison, S: Christina Isetta A:5 N:0

C. PUBLIC COMMENT: David Schneider parent of lower el child: raised concern regarding computers in classroom e.g. whether useful and appropriate and at what ages, when and how used, content of information, mentioned value of navigating the world with tactile old way of looking through the book. Ken Higgins parent of 2 lower el children: Would like parents to be engaged regarding whether or not to have computers in the classroom. Understands there are different developmental needs, and thus desires discussion to take place regarding how technology used and what are learning objectives at different ages. Mrs. Neimeuier, lower el teacher, read a letter to the board from the faculty regarding desire and need to have assistants. Mrs. Peake upper el teacher, thanked the board and Ann for the assistant as she was able to concentrate on lessons and parent population happier. Mr. Goldfarb, lower el classroom, with student teacher in classroom as Montessori asst. stated intern enables him to focus on lessons when she is present. Mrs. Lapham, lower el teacher, feels overwhelmed without assistant in public Montessori with demands of state and not sure will be able to continue with authentic Montessori without an assistant to achieve balance. Heidi Overman, Office Manager, read letter expressing feeling of being unfairly scrutinized by Board.

D. DIRECTOR'S REPORT: Thirty three applications for grade 1, and applications for the other grades. The lottery is scheduled for Saturday, March 10, at 10 a. m. at the school. Hosted 57 parent visitors at Lottery Information Meetings. Calpads Completing new enrollee files for uploading. Original enrollment of 76 students is uploaded.

Approval to submit Consolidated Application for CDE **M:** Christina Isetta-Zimmerman **S:** Sara Peracca **A:5 N:0** which provides access to title I and title II funds, recommended by the Charter Schools Division.

E. NEW BUSINESS

1. **Discussion and Possible Action** - 2nd Interim Financial Report: Approval of interim financial report **M:** Sara Peracca **S:** Tim Lohrenz **A:5 N:0** Regarding concern for asst.'s committee Finance committee examined and estimate would need additional 70-150k. Budget allocations committed so MLC will look for solutions for assistants e.g. modify classroom structure/environment. Recognize need to facilitate meeting with local reps with regard to effect of budget cuts on small schools, a reduction of a small amount is proportionally a large amount of money to small schools. Need to look for grants available for instructional material/ facilities to free up money from budget for assistants.

2. **Discussion and Possible Action** - Grievance policy. Discussion regarding inclusion of reporting grievances to full board and regarding confidentiality. Will examine grievance policies of SCOE, local districts and charter development association to understand complaint procedures elsewhere. Director to follow up.
3. **Discussion** - Assistant teachers for the 2010/2011 school year needed as voiced by Faculty. Board agrees need, MLC to discuss creative alternatives.
4. **Discussion and Possible Action** - Green Initiative written and accepted. MLC will work with teachers to integrate into curriculum.
5. **Discussion and Possible Action** - 2010/2011 School year calendar **M**: Sara Peracca **S**: Kim Zeunert-Mattison **A**:5 **N**:0
6. **Discussion and Possible Action** – River Club Policy **M**: Sara Peracca **S**: Christina Isetta **A**:5 **N**:0 Director to reinsert section regarding enrichment providers legal responsibility for children while on campus.
7. **Discussion**—New policies to be explored: financial, fundraising, public relations, personnel, parent participation.
8. **Discussion** - June 5th tentative board retreat 9-5.
8. **Discussion** – All Board agenda items that need to be reviewed must be provided to Board 72 hours before meeting.

F. COMMITTEE REPORTS

1. **Foundation Report** : 4100/month 49 families. Pancake community bldg event, City proclamation for Montessori week with children introducing themselves to the city council. Walk-a-thon May. 22rd around the school
2. **Montessori Leadership Committee**: Faculty job performance review received to comment ready for April board meeting. Ann working with Dana to get volunteers for STAR testing. Montessori scope and sequence of curriculum is being used and on the web. Email Kim to put things on the agenda but have people come as resources e.g. Mrs. Lapham how incorporating Green into the curriculum. Recommend classroom structure 1-3, 4-6th in traditional Montessori next year according to Charter. Asst.Teacher job description being written.
3. **Financial Committee**-trouble shooting with budget, what can be cut, any income, salary schedules discussion.
4. **Volunteer committee**: Form to be provided to present to all parents participating in classroom.
5. **Evaluation committee**: Can put question in parent survey for computer. Mentioned someone should explore donations from computer companies.

G. CLOSED SESSION

Discussion and Possible Action: Salary Budget Line Item regarding contracts for classroom teachers for the 2010/2011 school year. Salary schedule increased by inflation **M**: Christina Isetta-Zimmerman **S**: Sara Peracca **A**:5 **N**:0

Outside Montessorian to observe classrooms in April.

Potential Teachers need California Credential or be enrolled in program. Ann to determine timeline/feasibility.

H. FUTURE AGENDA ITEMS

Creation of interview committee

I. ADJOURNMENT:10:42pm

Instructions for Presentations to the Board by Members of the Community

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REGULAR MEETING: April 13, 2010

A. OPENING

Time: 7:15 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Norman Lorenz, Sara Peracca, Kim Zeunert-Mattison

B. APPROVAL Agenda/Additions

C. APPROVAL Minutes: March 9, 2010 **M: Kim Zeunert-Mattison S: Tim Lohrentz**
A:5 N:0

D. PUBLIC COMMENT: David Schneider mentioned computer subcommittee will meet with Ann to discuss technical issues and set up rules/guidelines e.g. access issues-how many computers with access to internet. He researched issues relating to computers in classrooms especially in Montessori classrooms and found lack of training main issue.

E. DIRECTOR'S REPORT: enrollment, faculty training, reports for state completed and completing, Volunteer parent to provide prices on shelves and books.

F. Old Business

G. NEW BUSINESS

1. **Discussion and Possible Action - Disaster preparedness:** Admin has begun to research needs of school. Will ask parents for donations. Appeal to companies particularly neighbors to donate as marketing tactic. Admin. committee to be created with parents. Look into CDE earthquake preparedness association recommendations.

2. **Discussion - Board Retreat Date/confirmation and Agenda:** June 5th
Location to be determined. Exploration of mission and vision to develop goals with 2 year strategic plan to accomplish 1) roles of board and admin, 2) state charter and facilities, 3) high quality educational program e.g. ongoing curriculum development and 4) sound financial plan, including e.g. when prop 55 opens we can purchase property.

3. **Discussion**—Interview committee to include member of MLC and preferably teacher as well.

4. **Discussion and Possible Action** - Fundraising policy approved with minor changes **M: Norman Lohrenz S: Tim Lohrentz A:5 N:0**
5. **Discussion and Possible Action** - Finance policy to committee to review.
6. **Discussion and Possible Action** - River PR/Media/Web Policy approved with minor edits --**M: Kim Zeunert-Mattison S: Tim Lohrentz A:5 N:0** Check uniformed complaint procedures of local district. Procedures/guidelines to be placed in staff and parent handbook.

H. COMMITTEE REPORTS

1. Foundation Report: Walkathon in May being planned. Another check for \$12,500 to school. Meeting with development director to develop fundraising strategy for foundation, fundraising calendar being developed.
2. Montessori Leadership Committee: March 26th changes to faculty job performance, computer committee created, problem solving discussed for assistance in classrooms such as potential of voluntary donations to offset cuts, hiring part time assistants and/or training parent volunteers with guided lesson plans. Training centers will come to do an overlay for parents to introduce materials e.g. silent journey discovery. Discussed green philosophy integrated into curriculum. Parent Teacher Student Association (PTSA) to be developed and hold a meeting in each classroom.
3. Financial Committee—Questions regarding categorical or small size reduction funds, and special education funds. Will likely have cashflow shortages because of state delay in disbursements. SCOE will not give us revolving loan. Will ask El Dorado County for revolving loan. An organization-School needs to be open for at least 2 years before a bank will give a line of credit. Need to research what other new state charters have done to address cash flow shortages. There is an arrangement possible with Portland, Oregon to get a loan but the state would receive the funds directly, thus another delay. Roughly for 30k. Preplanning in June for next year. Will provide details of school expenditures to board.
4. Evaluation Committee -- Hold a focus group of sorts with the kids, to find out from them their impressions of the School's first year. Guidelines to be developed by Eval. Committee -- conducted by Director. Parent surveys still trickling in.
5. Middle School Update—Discussing whether to extend current charter or submit new charter. Concern with extension is that if school needs to include K, to uphold the Montessori philosophy school would need to include pre-k, to teach in three year age groups, children aged 6 in Montessori environment learn with children aged 3-5. Pre-k is not currently publicly funded in CA except for headstart, which would be too much for the school to take on at this early stage.
6. Positive Resolution committee – Will examine a CDE template for uniformed complaint procedures

7. Site Committee: Plans for classrooms in SY 2010/11 to be put on display. Getting bids for summer construction.
8. Board development: Potential candidate currently unavailable but will be put on list for future board openings.

I. CLOSED SESSION

Further discussion of Site and Discussion of Faculty rehires and new hires for SY 2010/11

Results from closed session: Approved hire of 1 upper el teacher and 2 lower elementary teachers. M: Tim Lohrentz S: Sara Peracca A:5 N:0

J. FUTURE AGENDA ITEMS

K. ADJOURNMENT

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REGULAR MEETING: May 4, 2010

A. OPENING

Time: 7:08 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Sara Peracca, Kim Zeunert-Mattison

Absent: Norman Lorenz

B. APPROVAL Agenda/Additions

C. APPROVAL Minutes: April 13, 2010 M: Kim Zeunert-Mattison S:Tim Lohrentz A:4
N:0

D. PUBLIC COMMENT: If the board will include a teacher representative Mrs. Peake volunteering, Mrs. Peake was board member at Eagle Peak. Requesting no 3rd 4th grade combination class for SY 2010/11-difficult to cover gap because of emotional development/maturity discrepancy and in line with Charter. Need appropriate level and personnel to promote personal achievement of children. Montessori recognizes 3 periods of learning and has 3 years of mixed group classrooms that encompass introduction to topics, then practice of topics, and finally mastery.

E. DIRECTOR'S REPORT: Enrollment at 98, emergency preparedness, volunteerism has waned, health issues.

F. OLD BUSINESS

G. NEW BUSINESS

1. **Discussion and Possible Action:** Staff contracts offered, specifics to be discussed in closed session.

H. COMMITTEE REPORTS

1. Foundation Report: no walkathon, corporate sponsor program to be investigated, next meeting planning meeting, volunteerism down, rummage planned June 12th and BBQ May 22nd.

2. Montessori Leadership Committee: Mrs. Lapham discussed green topics in her classroom e.g. food prep, recycling, math incorporated into science, waste, alternatives to paper. She will draft something to incorporate into flow chart. Computer subcommittee will meet with Ann to discuss plan of computers in classroom. Potentially two computers per lower el classroom and 4 computers per upper el classroom, computer lab, notes on hardware-(need monitors, keyboards, speakers, printing, scanning, broadband), software-operating systems but no additional software-need verification, and policies. Two others asked to be on committee-- Miriah Kellison and Diane Spaulding. Cindy Lohrentz will be contacted to discuss health and wellness for curriculum flow at a future MLC meeting. River names for classrooms to be determined. Confidentiality agreement attached to job description for classroom volunteers. Evaluation for curriculum and accountability externally Terra Nova, Star Testing, School Accountability Report Card report used by school. Internally, Director assesses teaching in daily observations and recordings, curriculum progress tracking sheets, portfolios, progress reports, individual learning plans, and report cards. Discussed ideas to fund assistants that would not compete with Foundation e.g. beyond certain amount of voluntary donation remainder will be targeted to fund assistants. Need to educate community about the value of assistants. Job descriptions for assistants to be ready for fall.
3. Financial Committee: Recommend filing exemption from the ABX8 14 apportionment deferrals in FY 2010-11 to address issue of cash flow deferrals. Recommend filing No child left behind- Local educational agency plan. Research qualifying requirements before applying.
4. Evaluation Committee – Report of parent survey to be given to the Director and meeting to be set up with committee and Director so that responses may be incorporated into a letter to the community from the Director.
5. Middle School Committee: Will likely form a new charter. Educational consultant being sought to help with curriculum development and alignment with state standards. Beginning to pull together the Charter, researching grants and strategizing with regard to outreach.
6. Board development: Recommended asking Eric Premac for recommendations, and following up with Steve Collins and other local contacts.

I. CLOSED SESSION

Discussion of faculty new hires and rehires.
 Discussion of Facility

Report of closed session: Approval of contracts for current faculty with cost of living increase but without increase from salary schedule. Approval of special resource

specialist contract **M: Sara Peracca S:Tim Lohrentz Y:4 N: 0 A:1**

J. FUTURE AGENDA ITEMS

K. ADJOURNMENT

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Roll Call: Christina Isetta, Sara Peracca, Kim Zeunert-Mattison, Tim Lohrentz, Norman Lorenz

B. APPROVAL Agenda/Additions

C. APPROVAL Minutes: May 4, 2010 M: Kim Zeunert-Mattison S:Tim Lohrentz A:4 N:0

D. PUBLIC COMMENT: Beth Lawrence recommends looking into assignment option for lease then we relieve ourselves of liability.

E. DIRECTOR'S REPORT: Enrollment at 98, will be at 135 for the fall, currently assigning children. All Faculty returning, advertising for special education position and will begin advertising for music teacher. New Teachers Janel Johnson, Bergamot trained 9 years experience, parent education experience, involved in admin. Beth Flynn, upper el teacher Toronto trained, last 8 years in CA. also has nursing degree. Michele Hanks, lower elementary from Colorado, work in theatre, worked in dual immersion program. Details of potential lease with BE finalized e.g. library and computer lab, July 15 potential move in date. CA Charter School Association has loans available to members, growth and facilities-Joe Harriman is contact-no deadline. Fourth graders left for overnight history of California camping trip. STAR testing finished early and sent on. Many children enjoyed testing, some felt it trying those who had never taken a test before. Some sessions long, in practicing for math in future decided to do more variability within types of practice e.g word problem, geometry, arithmetic. CELDT to be administered July 1st -Oct. 31st.

F. Old Business

G. NEW BUSINESS

1. Discussion and Possible Action –Proposal submitted to owner of current site to extend current lease and move to different suite. If accepted our real estate

agent would need representation agreement from us with understanding they receive 3% commission that is usually paid by owner. They felt unlikely to find subtenant for 20,000sq ft. Architect will assess space and needs for code, overall small changes needed. Action to hire Ryan Snow of Cassidy Turley as River Montessori's leasing agent. M:Sara Peracca S: Norman Lohrenz A:5 N:0

H. COMMITTEE REPORTS

1. Foundation Report (Christina): Planning Meeting with approx. 30 parents including new families. Foundation to send 13K to School with total of 36K from fundraising/sustainers. Other Grants received.
2. Montessori Leadership Committee (Kim) no meeting in May or June.
3. Financial Committee (Tim) Recommends need to contact assembly because no allocation of categorical funding, 40k or class size reduction 80k. New schools were left out of original budget and then added later and the state finance office interpreted it that the state legislature would allocate funds. Still awaiting funds from class sized reduction, and other state revenues e.g. categorical funds, and funds from state lottery revenue (only affects charter schools opened 2009/10). Apparently assembly needs to do a special allocation for it. Charter school division has been deferring to office of finance. Norman to contact Chris O'Connel. Sara to contact Jenny Calloway, Jared Huffman's aide who earlier stated this is a discrimination case. Tim to contact other new schools and to write paragraph for community to send to legislatures. Developing budget for next year but difficulties with assessing revenues and expenses with lease uncertainty. 50k loan payment due next year, contact Darrel Steinberg.. Hold off purchasing library until FY 2010/11 due to cash flow issues arising from lack of funds per above.
4. Board development (Christina): Julie Parnow, former board member of PEF interested in being on board. Board Retreat August 21st at Isetta Ranch/Farm.
5. Evaluation (Sara/Christina): Overall positive results with regard to parent survey, overarching message that communication needs to be improved. Focus groups conducted with children write up forthcoming.

I. CLOSED SESSION (Closed Session)

- a. Site update
- b. Will check CA provisional credential needs for new faculty. Special Education Service contracts
- c. Public Employment: Section 54957

1. Executive Director Evaluation

Report of closed session: Acceptance resignation of Director M: Christina Isetta S: Norman Lohrentz A:5 N:0 Hire interim Director Kelly Mannion M: Norman Lohrentz S: Christina Isetta. A:5 N:0

J. FUTURE AGENDA ITEMS

K. ADJOURNMENT

Instructions for Presentations to the Board by Members of the Community

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River Montessori Charter School



BOARD OF DIRECTORS – Minutes

3880 Cypress Drive 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.

SPECIAL MEETING: June 29, 2010

A. OPENING

Time: 7:15p.m.

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

Roll Call: Christina Isetta, Sara Peracca, Kim Zeunert-Mattison, Norman Lorenz A: Tim Lohrentz

B. APPROVAL Agenda/Additions

C. PUBLIC COMMENT:

D. Old Business

1. Discussion and Possible Action Revised SY 2010/11 Budget Approval M: Sara Peracca S: Norman Lorenz A : 4 N : 0

Request for information ahead of time, even if changes made after sent. In that case a note will be included regarding which numbers might change.

We are still waiting to hear from state budget committee if they will include categorical funding for new public schools.

Director to contact county coordinator for BITSA.

2 Discussion and Possible Action Site: The site committee has both explored the possibility of moving into Bernard Eldridge and of renegotiating our current lease. Our agent has been able to reach an agreement with our landlord that would reduce our construction costs significantly by renting the back space of 3880 Cypress Drive. We will explore several avenues with regard to future purchase of building e.g. prop 55 and charter schools association center facilities grants. Contractor will be made aware of field act responsibilities to integrate them in flow of construction rather than retroactive. Approval of renegotiated lease M: Sara Peracca S: Kim

Zeunert-Mattison A: 4 N: 0.

Closed Session:

Discussion of Special education
Discussion of Director candidates.

Report of closed section: Approval to Hire Kelly Griffith Mannion as Director M: Sara Peracca S:
Norman Lohrenz A: 5 N: 0

E. ADJOURNMENT

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BOARD OF DIRECTORS – MINUTES

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REGULAR MEETING: **September 14, 2010**

A. OPENING

Time: 6:36 pm

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

Roll Call: Christina Isetta, Sara Peracca, Kim Zeunert-Mattison, Tim Lohrentz, Norman Lorenz Julie Parnow: Absent

B. APPROVAL Agenda/Additions

C. **APPROVAL** July, August and September Minutes to be approved at October meeting.

D. **PUBLIC COMMENT:** Maria Svinth wanted to express concern that substitute is a good teacher and looking forward to seeing allergy policy and calendar changes on agenda.

E. **DIRECTOR'S REPORT:** At Day 13 1) Pursuing AMS accreditation to receive dual Montessori and WASC accreditation. 2) Postpone terra nova given school start delay and discussions with regard whether that test the best choice developmentally for children, and whether even needed. Director to review if only needed for first year of operation, not an annual requirement. 3) Teachers will have representative at every Board meeting. 4) Staff fine tuning recordkeeping and lesson plans to ensure all lower el prepared similarly. 5) Admin taking on more daily operational duties and board focusing more on governance. 6) total number of students 122 with 79 in lower el (5 spaces) and 43 upper elementary (2 spaces). Focus on increasing upper elementary to bring in assistants (need 7) 7). Conducting prospective parent meetings, tours and observations. 8) Reporting and accountability with regard to selpa and special ed. CALPADS and CBEDS information needed still being determined. BITSA reporting up to date. 9) Facility grant new program to reimburse for facilities 320k 2009/10 and 105 2010/11. based on area that is served not population of school. 10) from admin

perspective, move almost complete. 11) STAR testing base API 809; 12) River crew in the black and children enjoying it. 13) School will produce newsletter.

F. OLD BUSINESS

G. NEW BUSINESS

1. Discussion and Possible Action – School calendar changed by removing February 14-18th holiday and extending school to June 7th. M: Kim Zeunert-Mattison S: Tim Lohrentz A:5 N:0

2. Discussion and Possible Action – Unaudited actuals of 2009-10 budget. Audited report to state, including attendance, procedures, independent study record, and board minutes. Every year the first week in October audit occurs. Although no categorical funds from state, 2009/10 budget 68k in black because 100k of federal grant for 2010/11 was given in 2009/10. M:Sara Peracca S: Christina Isetta A:4 N:0

3. Discussion and Possible Action – Allergy Policy M: Christina Isetta S:Sara Peracca A:5 N:0

4. Discussion and Possible Action – Change of regular meeting from first Tuesday to second Tuesday each month. M: Sara Peracca S: Tim Lohrentz A:4 N:0

5. Discussion and Possible Action – Change of October Board Meeting to third Tuesday (October 19) to accommodate school holiday M:Sara Peracca S: Kim Zeunert-Mattison A:4 N:0

6. Discussion and Possible Action – Approval of contract with Nelson Staffing for Office/Business Manager position M: Sara Peracca S: Kim Zeunert-Mattison A:4 N:0

H. COMMITTEE REPORTS

1. Foundation Report (Christina): Rock for River Oct. 24th 1-5pm, Sustainer letters sent
2. Finance Committee (Tim): Next meeting Wed 29th at 1:30pm. It always will be first or last week of the month. Meetings are generally open to the public, though some discussions may be closed. Tasks reviewed, CA guiding fiscal policies and short term trouble shooting. Knowledge of cash flow trouble important for Jan. In Feb. we receive a big apportionment. Sharon is transitioning out over next 12 months.
3. Middle School (Sara): Kelly to discuss with curriculum consultants to compare costs of curriculum development. Need to fundraise to hire consultant and need chair for committee.
4. Evaluation (Sara): Findings from parent survey and focus groups with children will be presented to parents to explain results and what we changed as a result.

I. CLOSED SESSION (Closed Session)

Report of closed session: Resignation of Lower Elementary Teacher accepted.

J. FUTURE AGENDA ITEMS

K. ADJOURNMENT

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BOARD OF DIRECTORS – Minutes

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REGULAR MEETING: October 19, 2010

A. OPENING

Time: 6:30 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Norman Lorenz, Julie Parnow, Sara Peracca, Kim Zeunert-Mattison

B. APPROVAL Agenda/Additions

**C. Approval: Minutes from 07/06/10, 08/03/10, delayed Approval of 09/14/10
Minutes M:Tim Lohrentz S: Kim Zeunert-Mattison A:5 N:0**

D. PUBLIC COMMENT: Jaana Nieubauer (parent, 2 children lower elementary) expressed concerns that information was not readily available to all, there were few reminders and sometimes email responses took several days or weeks. Parents did not know how to get information and to whom to go e.g. “Are nuts now allowed at school?” Maria Svinth (parent, 2 lower el children) expressed similar concerns e.g. if board changes policy, information needs to be communicated. Parents had wanted to attend finance committee but did not know when it was held. Marie Lehman (2 children lower and upper el) concern lack of communication. Information from the Board not effectively communicated. Found out that a teacher resigned weeks later. Wants to know the situation with nuts. Andrea Vincent (1 child lower el.) Thanks board for time and dedication. Asked if nit policy could be moved sooner on agenda. Emailed all families from the 2009/10 directory regarding their experience with lice. Stated she felt her child had a second exposure at School. Family spent \$2000 to get rid of lice- wanted to work with school to be solution oriented. Deanna Byrne (1 child lower el) prefers no nit policy and go nut policy.

E. DIRECTOR’S REPORT: RE: Education program discussing ways to assure consistency between lower elementary classes, upper el classes and that children prepared appropriately for movement to next level. Focus has been on social development and peace. Normalization usually takes about 6-8 weeks but with break, move, and nature of population e.g. nonmontessori children could be taking longer

because not familiar with respect for self, others, and environment. Although second year, in many ways a new start.

Physical development has been a focus, specifically recognizing the need to develop the right PE program for upper el and lower el. They have incorporated changes based on feedback from last year but recognize continued need for improvement. Teachers and volunteers are doing PE themselves but not easy. A few parents investigating finding an umbrella program that all can use.

Struggled to find someone to conduct music part time but happy with current teacher e.g. "After first days, several boys run to their cars to tell their families, music was awesome today. The teacher is awesome."

Governance: Policy review/conflict of interest (high priority with state) and MOU covers everything that the state will look for. Need to make sure web is up to date. A lot of documentation in office is lacking. Currently preparing for audit. Allergy policy allows admin to decide what to do. We have a tight space for lunch and can't isolate peanut allergy. We are developing a plan for the school and thus have not changed the current ban.

From an HR perspective had a teacher resign but we were able to find a natural fit with a sub who is Montessori trained and California credential. Mary Tighe. Newsletter started on the 1st of every month. Web is under construction from daily schedule to bios for staff, including river crew. We recognize it needs to be updated to correct inaccuracies. Specifically we need to update communication flow so that parents know where to go if they have problems/questions, what to expect of teachers/admin/board, and what are the expected response times. Teachers have one hour prep and can't be expected to email responses quickly. Some schools have an email policy, stating whether or not you may reach teachers via email. For example, some things should not be communicated via email and with sensitive issues, email may only be desirous to schedule a meeting.

Enrollment at 120, 76 lower el 44 upper el. daily calls of prospective students-meetings with 5 more families this week. Reporting for Attendance and CELDT. CSDC says even though state says there will be no midyear cuts we should prepare for them. SELPA reporting due, 20 day attendance almost finalized. Sharon transitioning out for all small things except for quarterly reports. Charter schools division at 1/3 capacity so everything is last minute. Handbooks being completed. Community working with volunteer coordinators to develop flow of collaboration. Efficient communication needed to avoid redundancy. Scheduling dates for parent education programs, Montessori 101 and training of volunteers. Will reinstate community gathering before foundation to open up in spirit of transparency and gathering.

Lost a few families for varying reasons e.g. two families left due to cosmic education.

F. OLD BUSINESS

G. NEW BUSINESS

1. Discussion and Possible Action - Discussion and possible action –
Passage of Amended fundraising policy M: Christina Iseta S: Kim Zeunert-Mattison A:5
N:0

2. Discussion and Possible Action - Procedure for Policy Adoption-should state that a member of the MLC and the Director will be on the policy committee. Need

to seek clarification from nonprofit law if committee members need to be voting members.

3. Discussion and Possible Action - Discussion and possible action - Finance policy- tabled because two board members did not receive policies.

4. Discussion and Possible Action - Discussion and possible action – Passage of Grievance Policy M: Julie Parnow S: Kim Zeunert-Mattison A:5 N:0

5. Discussion and Possible Action - Code of Ethics for Board Members- Add a signature line and include commitment to Montessori.

6. Discussion - Lice Policy Draft policy provided but need updates and more information of individual responsibilities of families and school. Some disagreement whether or not to follow recommendations from the Centers for Disease Control and California Department of Education., which state that screening and a no nit policy are not effective preventative measures versus no nit policies of some neighboring school districts. Some concern expressed that children should not have to worry about lice that is distracting from their studies. Concern that if children are kept out of school, harmful for that child, if for an extended period of time even with independent study and not preventative. Concern some scapegoating occurring as explanation of why lice persisting. Comparison of flu and lice in terms of missing school. Responsibility of parents to take it seriously. Disagreement whether or not children felt stigma attached to having lice. Children are reticent to get a check if had experienced it already. Screening can be disruptive, e.g. every Friday whole school. Recognition that teachers/volunteers should continue to check children returning to school after lice treatment and alert all families if someone has been found with lice/nits so that parents can be more attentive. Recommend if a parent finds a case should call and notify the school to check the classroom. This year implemented several different practices to stay in preventive mode, vacuum every day, separate cubbies, coats are not to go together, continue to reinforce children's knowledge of how to stay away from each other. Policy will include family and school have responsibilities and recommended practices to stay in preventive mode. Kim, Kelly, and Norman to develop policy.

Public comment: Andrea Vincent: Need for education, alerts so that all are aware of any new cases immediately, and increased awareness at school.

Public comment: Deanna Byrne: Parents need to be proactive in their own child's education. I feel that if our child develops lice and has to stay home when there is a no nit policy in place it is up to us to supplement in addition to independent study. Our teachers could suggest Montessori methods to keep up to speed. Even if there is not a no nit policy, we should be alerted so we can opt to stay home, so not exposed.

Public comment: Jaana Nieubauer: lots of misinformation, thus need to bring lice discussion to public light. Can't make it shameful. In our case over the counter did not work but Columbian folklore did.

Board Discussion: Need to be attentive. Communication needs to be modified and increased as we move forward. Need for immediate notification, parents must understand that if they detect lice they must alert administration.

7. Discussion and Possible Action – Passage of Green Policy: M: Sara Peracca S: Julie Parnow A: 5 N:0

Public Comment: Jaana Nieubauer: Recommended Board representative for alternative transportation committee

8. Discussion and Possible Action - Nomination of new community Board member, Carolynn DiGiuseppi with expertise in Montessori and Positive Discipline.

Approval M: Sara Peracca S: Christina Isetta A: 5 N:0

10. Discussion and Possible Action - hiring new lower elementary teacher, Mary Tighe. Contract being reviewed.

H. COMMITTEE REPORTS

1. Foundation Report: concern Rock for River 60% chance of rain.
2. Montessori Leadership Committee: Chair resigned from committee since uncertain current need for committee. Norman and Director to discuss purpose of committee. Committee is seen as advisory educational council to raise support from community Montessorians without necessarily being board members.
3. Finance Committee: with state budget resolution new schools currently will not be able access Classroom Size Reduction funds likely for next 5 yrs. Board to pursue legal route as well as drastically cut budget. River crew larger revenue source than expected, and may need to add roughly 10 new students. Need to consider where to add children, as disruptive. Next finance committee meeting 8:30 November 3rd. Recommended that foundation have a liaison to committee.
4. Middle School Update: Chair found, recommendation to encourage upper elementary parents to tour local middle schools.

I. NEW ITEMS:

9. Discussion and Possible Action - Beth Laurence new parent Member. Parent of third grader. Previously on two boards including local Montessori primary school. Passed the bar, and current editor for legal press, has familiarity with some nonprofit law, business and bankruptcy laws.

10. Discussion and Possible Action - Board Retreat Date set, Saturday, November 13 from 8:00-8:30 to 5:00 at ranch in Penngrove.

J. FUTURE AGENDA ITEMS-procedure for policy adoption, approval of contracts, finance policy, lice policy, code of ethics.

K. ADJOURNMENT: 9:51pm

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River Montessori Charter School



MEETING OF THE GOVERNING BOARD MINUTES OF RETREAT

DATE: SATURDAY, November 13, 2010
TIME: 8:00AM – 4:00PM
MEETING PLACE: Ranch at 9850 Old Redwood Highway

PUBLIC MEETING OPEN SESSION

8:00AM – 8:30AM **Continental Breakfast**

8:30am – 10:00am **Welcome, orientation, & opening activity**

- All board members and Kelly introduced themselves and then all board members and Kelly talked about what they wanted to bring to the board.
- Norman recommends the book:
Why School? Reclaiming Education for All of Us, by Mike Rose, and suggests that all board members might read it and we could discuss it at the beginning of each meeting to continue to align our values. Norman also recommends *Montessori: The Science Behind the Genius*.
- Norman was impressed with the teachers at his observations of River yesterday and with the normalization of the children.
- Kelly recommends the book *Montessori Controversy* to board members who wants to learn more about Montessori; includes paradox that some think Montessori is too structured and some think it's not structured enough.

10:00am – 11:00am **Mission, Vision & Values for River
GOALS, objectives & 2 year strategic plan**

- **Vision**
 - All board members should have *Introduction to Creating an Effective Governing Board Guidebook*
 - Norman spoke to teachers about connecting between Calteach and MACD
 - Facilities & Proposition 55. Not eligible for Prop 55 funds because Old Adobe School district.
 - Potential Essential Elements to narrow and focus on...
- **Role of Board.** Kelly reported that teachers are looking for board to manage but not get involved in day to day operation of the school. Norman will attend staff meetings quarterly; MLC will observe classrooms quarterly. Last year was a bumpy road learning how to run a school.

River Montessori Charter School



MEETING OF THE GOVERNING BOARD MINUTES OF RETREAT

- Parent handbook should cover lines of communication that have been adopted by board: go to teacher, director, then board, unless parents have long-term ideas. Parents have ability to get a new policy passed; parents can come to board member to start a policy discussion. Teacher pathway for unhappiness with Kelly is in grievance policy and Norman reviewed it. Things like the fact that the nut policy and nut practice is set by director should be covered in the parent handbook. Parents who are unhappy with the practice can go to Norman as board liaison.
 - Communication Flow covers the above; Kelly will update it. Parents should go to board for long-term ideas regarding facility planning, long-term strategies, or expansion, such as preschool or middle school.
 - Norman offers to create draft of board manual on our roles and responsibilities using guidebook mentioned above.
 - New board members will get River email addresses.
 - We have a middle school committee but no preschool/K committee. We could contract spaces out to preschools. Could use Title 1 preschool dollars combined with regular kindergarten dollars under ADA to feed River. Would only do Title 1 low-income preschool. Wouldn't need to redo charter because it would be a way to bring diversity. 4Cs would have statistics on how many potential Title 1 students there might be in Petaluma.
 - Brown Act—Short Brown Act training was given by Board member Beth Laurence. Board meeting agendas will be changed to make clear that parents can speak at the beginning of a discussion of an agenda item during board meetings.
 - Code of ethics: Kelly will look into AMS commitment for code of ethics.
 - Meetings: Make sure agenda, notice, policies, minutes, etc., go out 72 hours before board meeting. Get it to Kelly/ Christina 24 hours ahead of time.
-
- 2 year Strategic Plan: In our second year we look at the 5-year plan because by that year everything must be in place for reapproval.

11:00am- 11:30

California State Charter update

We will to back to Old Adobe School district when we renew. If rejected, appeal is to state. We want to maintain relationship with SCOE and help with SELPA

River Montessori Charter School



MEETING OF THE GOVERNING BOARD MINUTES OF RETREAT

12:20PM-1:00

LUNCH

[Closed Session removed from agenda as no items necessitate closed session.]

1:00PM – 1:30PM

Special Board Meeting

Roll Call: Christina Isetta, Tim Lohrentz, Norman Lorenz, Julie Parnow, Kim Zeunert-Mattison, Beth Laurence

Public Comment: None

Discussion and Possible Action - Passage of Lice Policy

- Beth said that she had drafted some possible proposed additions to the policy and read them: 1) If a child is determined to have a number of nits and a nurse or other person trained in lice detection believes the infestation to be active because of the number of or presentation of the nits, the child will be treated as having an active infestation and must be treated before returning to school. 2) If a child is found with less than five/several suspected nits, the child may remain until the end of the day but the parents will be notified and be required to thoroughly nit-comb before the child can return to school to prevent the birth of lice and to expose any hidden live lice (which must then be treated as a live lice infestation if found).
- Discussion followed. Norman appreciated the preventative aspect. Julie appreciated that it was less general than the draft policy. Julie asked about RMCS's policies for checking kids. Julie wondered if we could add to the policy about checking more frequently when live cases are found. Doubt was expressed that a specific number of lice should be in the policy. Tim said we should maybe add to when periodic checks happen: "when other circumstances would indicate that a check should be done." Julie suggests that when RMCS announces an outbreak, we tell parents when checks would happen. Julie recommends that emails should go out to whole school rather than just classroom. Some changes were recommended to Beth's proposed additions. A final proposal was edited and read as follows [only changed part follows]:

Responsibilities

School

[...]

Require school faculty and staff to report suspected cases of lice or nits immediately. Such cases shall be examined as well as siblings of the affected child.

Conduct periodic checks to ensure proper prevention, including a start to a new school year, return from breaks, and when two or more children in a classroom have been identified.



MEETING OF THE GOVERNING BOARD MINUTES OF RETREAT

Perform head checks with our School Nurse, trained River Staff, or trained volunteers from outside the school to protect the privacy and dignity of students.

If a child has been determined to have active head lice, or a number of nits and a nurse or other person trained in lice detection believes the infestation to be active because of the number of or presentation of the nits, the child is excluded from attendance immediately. Parents/guardians of the affected child will be informed and advised of information and treatment procedures. When a child identified with lice or several nits returns to school, RMCS will check the child upon readmittance to school and require a box top of CDC/CDPH/CDE approved products. The RMCS School Nurse will work individually with families of chronic cases.

If a child is found to have live lice or several nits, the parent/guardian will be made aware with both a phone call and an email form with clear instructions for treatment practices.

If live lice or several nits are detected, all families of the school will be advised via email that a case has been identified so that parents may begin checking immediately and thoroughly at home.

School faculty and staff shall maintain the privacy of any children identified as having head lice or nits and excluded from attendance.

[...]

M: Tim Lohrentz S: Julie Parnow A:7 N:0

1:30PM – 2:15PM

Curriculum & Instruction- MLC Positioning

Middle school

- Christina wonders about the effect that starting a middle school and resubmitting the charter for the middle school would have on the stability of the school and on finances. Kelly also wonders about the stability of the school with regard to a middle school and whether it would jeopardize renewal of charter. Also, there are not as many models for Montessori middle schools for us to model on.
- Norman said that middle school gets farther away from Maria Montessori's philosophies and that middle school teachers need 6-12 credential training *and* middle school training (approx \$7,000). Norman has seen problems with both private and public schools Montessori middle schools; limited curriculum; limited opportunity for social experiences. Betsy's middle school is only AMS training school in country. Only public Montessori high schools Norman knows of are in OH, MI. Anecdotes of failing middle schools were shared.
- Beth, Tim and Julie expressed some continued interest in having the middle school committee pursue research for a middle school though acknowledged there are big risks and obstacles involved. Question for discussion at future board meeting: whether RMCS should work to resubmit the charter to include a middle school. (A new charter isn't possible for middle school alone b/c we would need 100 students.)

River Montessori Charter School



MEETING OF THE GOVERNING BOARD MINUTES OF RETREAT

- Board should survey parents to gauge interest. Middle school committee should come back with business plan. It does not appear that it can be a priority of the board right now with all the board has to do for the current school.

MLC

- Norman is proposing a 6-part policies & procedures manual for RMCS including sections on board procedures, operations, curriculum, health & safety, facilities, and finance.
- Curriculum: Montessori is critiqued for not moving to the concrete fast enough.
- We should build ways for teachers to be independent & autonomous.
- Tim wants RMCS to be dedicated to strong a Montessori curriculum, not watered down like some other public Montessori schools.
- WASC accreditation—RMCS charter said we would get WASC accreditation. Could do it in conjunction with AMS. Can't pursue it yet because teachers need to have finished teacher credentialing.

3:00PM- 3:15 PM

BREAK

3:30-3:30 PM

Budgets & Finance

- Financial Report
 - Tim wants to move toward staff developing the budget and having board approve it. Will be easier with on-site finance manager. But Tim likes board to be really involved with long-term budget even if the board is just advising and editing, but they should definitely be hands on with it.
 - Budget will still be difficult this year and next, until CSR funds start, but \$62,000 facility grant is a huge help. We still have to make some cuts, but not as difficult as it would have been.
 - We had 400K in construction and 250K less in state funds than we thought at beginning, so the fact that we are doing okay is amazing.
 - We may not be in a position to hire classroom aides while we are paying off construction costs.
 - The \$62,000 facility grant means that it would be okay not to get as many children as we had hoped by January and it allows us to keep the required reserve this year.
 - If we get a second \$62K for 2010-2011, this will open up more interesting options.

River Montessori Charter School



MEETING OF THE GOVERNING BOARD MINUTES OF RETREAT

- We need a new advocacy committee to lobby state for changes like getting CSR back. Sara was interested in being on committee, so perhaps she could take the CSR issue on.
- Question for discussion at future board meeting: Should we get a loan to pay off construction bill or negotiate to pay off over time? Getting the 62K facility grant probably makes not getting a loan possible. Perhaps ask El Dorado for a loan? Or at least for their recommendations? Tim will call them.
- The \$18,500 check from the foundation is being used to pay contractor. Kelly will arrange a meeting this week to look at the budget to see how much RMCS can afford to pay per month to contractor until debt is paid off.
- State budget forecast is for deficit of \$25 billion.

Philosophy & Practice

- -Salary and benefits

The last two years we have had set salary schedule matrix, based on years of experience and education. No COLA/inflation increase this year; but teachers got a step increase because they each gained a year. Question for discussion at future board meeting: Should we continue to use this salary matrix?

Employees who work 2/3 time and above get health, dental benefits up to a set amount. Teachers qualify for state retirement (STRS) that RMCS pays into. Non-certificated staff pay into Social Security. Original charter discussions and budget document said non-certificated employees would get difference between state retirement & SS paid into a 403(b). A 403(b) could be set up for employees to contribute to own accounts.

- Other elements to consider

Director employment agreement was amended in August to be 100% time. In absence of assistants, admin takes on a support role. Idea from Norman: hire curriculum specialist-type employee to support Kelly and take 25% of Kelly's current workload so Kelly can go back to 75%. Next year's budget calls for 75% director. To be discussed further at a future board meeting.

4:20PM- 4:30 PM OTHER ISSUES, WRAP-UP, & CLOSING ACTIVITY

- Community outreach to varied demographics: Promotores program was used to outreach to Latino community.

River Montessori Charter School



MEETING OF THE GOVERNING BOARD MINUTES OF RETREAT

- Internal Board committees needed
 - Outreach
 - Board development
 - Policy committee
 - Accreditation committee
 - Advocacy committee
 - Tim says that someone should write a paragraph about what each committee would do and distribute to board members. Norman will get template definitions of these committees and bring them to board for tweaking.
 - We also have finance committee, facilities committee

4:30PM

DISMISSAL

BOARD OF DIRECTORS – Minutes

3880 Cypress Drive 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.rivermontessori.org.

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

REGULAR MEETING: December 14, 2010

A. OPENING

Time: 6:30 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Norman Lorenz, Julie Parnow, Kim Zeunert-Mattison, Beth Laurence,Carolynn Di Guiseppi

B. APPROVAL Agenda/Additions

Table agenda item #5 policy on teacher certifications and hiring until next meeting.
Remove director's report as Kelly's absent due to conflict

C. Approval of minutes from 11/09, 11/13, 12/09:

Minutes from 11/9/10-no change

Minutes from 12/9/10-no change

Minutes from 12/11/10:

Change MACD to MACTE

After "Old Adobe School District..." add "is in declining enrollment"

D. PUBLIC COMMENT: Jaana Nieubauer (parent, 2 children lower elementary) commented that she would like current nuts policy changed. Janna's pediatrician is offering to hold a community forum to allow community to weigh in; shouldn't be demonizing nuts and denying important food group to whole population. On community building, Jaana wants teachers to concentrate on recharging, not to feel they have to build community in their classrooms on weekends; instead we should open up playground 5-10 minutes after school because there's no space here to connect with each other, kids aren't welcome to hang out in hall. Also, people are still bothered they're not getting answers to their questions, not getting emails responded to; parents shouldn't be asking her for information.

E. NEW BUSINESS

1. Discussion and Possible Action - 1st quarter interim report

Sharon completed report; Julie commented report should have reporter's name on it. Enrollment is now 126/127; when this 1st interim report was written it was 124.

Our cash flow hinges on grant money (facility, PNI) & foundation donation coming in on time.

Four year projection will be changed by COLA, enrollment, but this projection is for 1st interim report.

Enrollment estimate of 230 for 2013-2014 came from Kelly. Tim questions this high number and thinks that draft of these spreadsheets should be discussed in finance committee and approved before they go to the board. Tim is not comfortable with the multi-year projection as is, without above process taking place.

Julie concerned student materials low year to year, and many budget items have zeroes. Sharon recommends stopping further spending because of high construction loan payments due every month -- until grants come in, or other sources of funding come in.

Pass 1st quarter interim report:

M: Julie Parnow S: Tim Lohrentz A:7 N:0

Finance notes: More money coming in since report: Wendy just found out River will get \$15K in education funds bill from Obama—River was originally left out as a charter school—but the feds reauthorized charter school LEAs (local education agencies) to receive the funds. 90% of the funds, \$13,881 will come in about a month; remaining 10% will come by end of year.

The P1 ADA should be 120, maybe 125 (so maybe more by end of year); River will be recertified on current P1 (we are currently running school on last year's numbers of last year's ADA of 82). In February, more funding will come in based on this year's ADA.

2. Discussion and Possible Action - Budget Transfers

Sharon presented Fiscal13a financial statement. Budget transfers formally add and take away items from the budget. Examples of budget transfers: Removed WASC, removed CSR, removed library books, added employment costs.

M: Tim Lohrentz S:Julie Parnow. A:7 N:0

3. Discussion and Possible Action - Schedule Board Training.

Brown Act and open records laws (e.g., all emails, records from board members can be accessed by public) are important for board to know. Also need training on Charter School Act and RMCS charter, conflict of interest, good governance, what's in our bylaws, fiscal oversight, and board policies. Lisa Cor at SIME, our atty from Sacto, promised to do Brown Act, Open Records Act, Charter School Act training at no cost. Christina likes idea of half hour before board meeting; Julie can't start before 6:15 on regular basis. Tim will contact Lisa and ask for training at 6:30 on 1/11 and then we would start board meeting at 7:00.

M: Tim Lohrentz S: Julie Parnow A:7 N:0

4. Discussion and Possible Action - Board Committee formation, espec. Board Development and Policy Committees

Current board committees:

Finance

Montessori Leadership

Grievance

Role of policy committee: look at what new policies are needed; help develop them; and evaluate requests for new policies from board or community

Board development committee: Guide process of inviting potential parents to board and doing community outreach to get community board members; training, orientation packet for board members, looking at conferences board members should attend.

Julie offered to be on policy committee, Tim too

Kim offered to work on policies she's familiar with; Beth offered to edit policies and work on policies she's familiar with

Sara might be willing to be on a committee—she offered help per email.

Norman says important for all board to know policies

Kim: How does board know if policy is being followed? Admin administers policies and needs to keep records to show if policy being followed.

Kelly is working on updating policy page on website

Tim thinks we can hold off on board committee for now since there are no board openings; but we should try to form policy committee. Knowledge of charter school law and education code would be good for policy committee.

Norman thinks that policies on the following are most important:

Curriculum instruction & program

Facility

Health & safety

Parent education

Tim says will it require work to create above policies from Montessori perspective. We may have policies from CNP & Pathways Charter School to use for reference.

2-4 people should be on each committee; at least one board member to lead.

Maybe ½ hour before 1/11 board meeting could be used to go over existing policies.

5. Discussion and Possible Action - Resolution to establish bank account.

Redwood doesn't have capacity to enforce dual signatures; Exchange Bank does. Board needs to approve opening of new bank account to use dual signers. Christina recommends the following people as signers Kelly, Wendy, Christina, and Beth or Tim (Christina and Beth because they are at school a lot). Tim deferred.

Carolynn motioned for Kelly, Wendy, Christina, and Beth, Kim seconded, A:7 N:0

6. Discussion and Possible Action - Approval of MOU with State

M: Norman Lorenz S: Beth Laurence A:6 N:0 Abstain: Kim

H. COMMITTEE REPORTS

1. Foundation Report

Working on golf tournament for spring.

Q: Did River get any PEF grants this year? We did get PEF grants last year. Foundation does have grant committee.

2. Finance Committee:

Worked on 4-year projected budget; changes to this year's budget; looked at cash flow and where we are now

Have system in place as to what business manager will prepare for committee and role of committee.

Budget for this year looked much better since getting facility grant for last year and we will maybe even get grant for this year by June 30, which could be higher because of this year's higher ADA.

No word on CSR funds. CDSC may not want to talk about it since it was such a difficult conversation this fall. Tim doubts there will be much activity; it's not an election year.

FUTURE AGENDA ITEMS

Kim asked about survey to parents. Christina will ask Kelly. Kim and Carolynn would like to see it before it goes out. Christina will ask Kelly to email all of us a draft.

Julie asked to discuss nut policy.

Beth asked about development of calendar. Norman worked with Kelly on modified year-round calendar. Christina will check with Kelly on this.

K. ADJOURNMENT: approx. 8:15 pm

River Montessori Charter School does not discriminate against any pupil on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition 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).