

BOARD OF DIRECTORS – AGENDA

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: Thursday, February 16, 2012

A. OPENING

Time: 6:30 pm

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

Roll Call:Carolynn DiGiuseppi, Ginny Hautau, Beth Laurence, Tim Lohrentz, Norman Lorenz, Julie Parnow

B. APPROVAL- Agenda/Additions

C. APPROVAL- Minutes from December 13, 2011 and January 21, 2012 meetings

D. STUDENT PARTICIPATION- Balclutha

E. 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 President may increase or decrease the time allowed for public comment. The Board does not respond or take action on these comments.

F. DIRECTOR'S REPORT

G. NEW BUSINESS

1. Discussion and Action –WASC

2. Discussion and Action- Field Trip Permission Slip

3. Discussion and Action- 2012-2013 Calendar

4. Discussion and Action- Concept of School Library in a Montessori Environment

5. Discussion and Action- Dutra

6. Discussion and Action- Family Survey

7. Discussion and Action- Fundraising Amendment

H. CONSENT ITEMS

Consent items are routine, non-controversial agenda items that will be approved or rejected as whole, without extensive discussion or debate.

I. CONTRACT APPROVAL

- J. **COMMITTEE REPORTS**
 - 1. Finance- Tim
 - 2. Foundation
- K. **CLOSED SESSION- Discussion of Administrative Positions**
- L. **CLOSED SESSION REPORT**
- M. **FUTURE AGENDA ITEMS**
- N. **FUTURE MEETING DATES: Wednesday, March 7, 2012 and
Wednesday, April 11, 2012**
- O. **ADJOURNMENT**

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.

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REGULAR MEETING: Wednesday, March 7, 2012

A. OPENING--Time: 6:30 pm

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

Roll Call:Carolynn DiGiuseppi, Ginny Hautau, Beth Laurence, Tim Lohrentz, Norman Lorenz, Julie Parnow

B. APPROVAL- Agenda/Additions

C. APPROVAL- Minutes from February 16, 2012 meeting

D. STUDENT PARTICIPATION

E. PUBLIC COMMENT

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F. DIRECTOR'S REPORT

G. NEW BUSINESS

1. Discussion and Action –WASC

Monthly update from Director

2. Discussion and Action- 2012-2013 Calendar

Approval of next year's school calendar

3. Discussion and Action- Family Survey

Review parents' comments

4. Discussion and Action- Enrollment Forms

a. Number of students returning

b. Changes to facility

c. Additional Guides

5. Discussion and Action- Outreach Committee

Approve a standing committee to outreach to the broader community

6. Discussion and Action- Town Hall Meeting

Set a date for a meeting with the school community

7. Discussion and Action- Approval of Second Interim Report

The financial status for 2011-2012 reflecting current activity through January 31, 2011. Budget projections for the following two fiscal years.

8. Discussion and Action- Approval of 2010-2011 Year End Audit Report

Financial Audit report of 2010-2011 fiscal year by Boyle & Stoll, CPA

9. Discussion and Action- Approval of 2010-2011 Tax Returns

Tax Returns prepared by Boyle & Stoll, CPA

10. Discussion and Action- Approval of 2012-2013 Contract with Boyle & Stoll, CPA

11. Discussion and Action- Lighting

Changing of the lighting in the school and the on bill financing program

H. OLD BUSINESS

1. Discussion and Action- Field Trip Permission Slip

Review revised permission slip

2. Discussion and Action-Grant Update

Ginny to update on findings of available grants

3. Discussion and Action- Dutra Asphalt Plant

Review statement to be drafted by Tim

I. CONSENT ITEMS

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J. COMMITTEE REPORTS

1. Finance- Tim

2. Foundation- Lisa and Ginny

K. FUTURE AGENDA ITEMS

L. FUTURE MEETING DATES: Wednesday, April 11, 2012

M. ADJOURNMENT

BOARD OF DIRECTORS – AGENDA

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REGULAR MEETING: Wednesday, April 11, 2012

A. OPENING--Time: 6:30 pm

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

Roll Call:Carolynn DiGiuseppi, Ginny Hautau, Beth Laurence, Tim Lohrentz, Norman Lorenz, Julie Parnow

B. APPROVAL- Agenda/Additions

C. APPROVAL- Minutes from February 16, 2012 and March 7, 2012 meetings

D. STUDENT PARTICIPATION-Earth Day Faire

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F. DIRECTOR'S REPORT

G. NEW BUSINESS

1. Discussion and Action –WASC

Monthly update from Director

2. Discussion and Action- Code of Ethics

Guidelines for RMCS Leadership

3. Discussion and Action-Fundraising policy

Guidelines for fundraising activities on behalf of RMCS

H. OLD BUSINESS

1. Discussion and Action- Approval of Denise Ennis

Approval of RMCS new employee

2. Discussion and Action- Transitional Kindergarten

Continue discussion from retreat about adding a Kindergarten

a. Amending Mid –Year Charter

b. Draft statement

I. CONSENT ITEMS

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1. Budget Transfers

J. COMMITTEE REPORTS

1. Finance- Tim

2. Foundation- Lisa

3. Site Committee- Christina

4. Outreach Committee- Ginny

K. FUTURE AGENDA ITEMS

L. FUTURE MEETING DATES: Tuesday, May 8, 2012

Board Training- Best Practices – Friday, May 11, 2012-8:30-11:00 AM

M. ADJOURNMENT

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REGULAR MEETING: Tuesday, May 8, 2012

A. OPENING--Time: 6:30 pm

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

Roll Call:Carolynn DiGiuseppi, Ginny Hautau, Beth Laurence, Tim Lohrentz, Norman Lorenz, Julie Parnow

B. APPROVAL- Agenda/Additions

C. APPROVAL- Minutes of April 11, 2012

D. STUDENT PARTICIPATION

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F. DIRECTOR'S REPORT

a. WASC Update

b. Strategic Plan Update- the priorities of school operations including short term and long range planning and how it fits into the regular school (work) day.

G. NEW BUSINESS

1. Discussion and Action- Code of Ethics

Review revised Guidelines for RMCS Leadership

2. Discussion and Action-By-Law Review and Board of Directors

Conflict of Interest

The proposal to review the by-laws are to highlight our roles as directors under Article 8, specifically to reiterate the importance on page 9 of Article 8, Section 3, Conflict of Interest. We entertain to review and possibly update based on the interests and actions of the board.

3. Discussion and Action- Disruptive Parent Policy

Based on the recommendation from the charter school lawyer, we are proposing this policy to be added to the parent handbook as a guide regarding the ability for the BOD and the school administration to protect the integrity of the charter and overall school operations.

H. OLD BUSINESS

1. Discussion and Action-Fundraising policy

Approval of the Fundraising Policy revised at April meeting

2. Discussion and Action- Admin/ Teacher Priority List

Approval of the priority list presented at the April Meeting by the Director

1. Teacher's Assistants
2. Physical Education
3. Music Program

I. CONSENT ITEMS

Consent items are routine, non-controversial agenda items that will be approved or rejected as whole, without extensive discussion or debate.

J. COMMITTEE REPORTS

1. Finance- Tim
2. Foundation- Lisa
3. Site Committee- Christina
4. Outreach Committee- Ginny

K. FUTURE BOARD APPOINTMENTS- Parent and Community Member

L. FUTURE AGENDA ITEMS

M. FUTURE MEETING DATES: TBD

N. ADJOURNMENT

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REGULAR MEETING: Tuesday, July 10, 2012

A. OPENING--Time: 6:30 pm

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

Roll Call:Carolynn DiGiuseppi, Ginny Hautau, Beth Laurence, Tim Lohrentz, Norman Lorenz, Julie Parnow

B. APPROVAL- Agenda/Additions

C. APPROVAL- Minutes of June 26, 2012

D. 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 President may increase or decrease the time allowed for public comment. The Board does not respond or take action on these comments.

E. DIRECTOR'S REPORT- 10 minutes

F. BOARD TRAINING- 20 Minutes-(Please review before meeting)

Chapter 1- Building the Foundation for an Effective Charter School

G. CREATE 2012-2013 BOARD PRIORITY LIST-

OPEN DISCUSSION- 60 Minutes

(SOME SUGGESTIONS)

- 1. Revise Charter**
- 2. Board Training**
- 3. Direction of School- Transitional K/ Jr High**
- 4. WASC**
- 5. Re-Charter**
- 6. Strategic Plan**

H. BOARD PLANNING- OPEN DISCUSSION-20 Minutes

- 1. Dates and Time of future meetings**
- 2. Being prepared for meetings**
- 3. New board members/ recruiting/ terms**

I. OLD BUSINESS- 10 minutes

- 1. Approval of the Revised Code of Ethics and Conduct Policy**

J. CONSENT ITEMS

Consent items are routine, non-controversial agenda items that will be approved or rejected as whole, without extensive discussion or debate.

K. NEXT MEETING DATE

L. ADJOURNMENT

Instructions for Presentations to the Board by Members of the Community

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REGULAR MEETING: Tuesday, August 14, 2012

A. OPENING--Time: 6:30 pm

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

Roll Call: Carolyn DiGiuseppi, Ginny Hautau, Beth Laurence, Tim Lohrentz, Norman Lorenz, Julie Parnow

B. APPROVAL- Agenda/Additions

C. APPROVAL- Minutes of July 10, 2012

D. STUDENT PARTICIPATION

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F. DIRECTOR'S REPORT- 15 minutes

a. WASC Update

b. Strategic Plan Update- the priorities of school operations including short term and long range planning and how it fits into the regular school (work) day.

G. NEW BUSINESS

1. Discussion and Action- Approval of New Hires- 15 minutes

a. April Pearce- Upper Elementary Guide

b. Rachael Kojan- Classroom Teaching Assistant

c. Mary Matli- Classroom Teaching Assistant

d. Lisa Hartman- Classroom Teaching Assistant

e. Hannah Early- Classroom Teaching Assistant

f. Ping Flynn- Classroom Teaching Assistant

g. Laurie Lauer- Special Education Instructional Assistant

2. Discussion and Action- Charter Renewal- 10 minutes

Update on discussion with Stephen Works of CDE

3. Discussion and Action- Board Development- 15 minutes

Adding a Founding Member to the Board of Directors

4. Discussion and Action- Board Priorities- 15 minutes

How to move forward addressing defined board priorities

H. OLD BUSINESS

1. Discussion and Action- School Community Code of Conduct-15 minutes

Approval of the proposed Code of Conduct

I. CONSENT ITEMS- 5 minutes

Consent items are routine, non-controversial agenda items that will be approved or rejected as whole, without extensive discussion or debate.

J. COMMITTEE REPORTS/UPDATES- 5 minutes each

1. Finance- Tim

2. Foundation- Lisa

3. Site Committee- Christina

4. Outreach Committee- Ginny

5. Nominating Committee- Tim

K. FUTURE AGENDA ITEMS

L. FUTURE MEETING DATES: September 11, 2012- 6:30 PM

M. ADJOURNMENT

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Roll Call:Carolynn DiGiuseppi, Ginny Hautau, Beth Laurence, Tim Lohrentz, Norman Lorenz, Julie Parnow

B. APPROVAL- Agenda/Additions – 5 minutes

C. APPROVAL- Minutes of August 14, 2012 – 5 minutes

D. STUDENT PARTICIPATION

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F. Board Training- 20 minutes

Chapter 2- Identification and Recruitment of Board Directors

G. DIRECTOR'S REPORT- 15 minutes

a. WASC Update

b. Strategic Plan Update- the priorities of school operations including short term and long range planning and how it fits into the regular school (work) day.

H. NEW BUSINESS

1. Discussion and Action- Increase State Funding Deferrals-15 minutes

Passage of Trailer Bill 1016 and implications on cash flow

2. Discussion and Action- 2011-2012 Unaudited Actuals-10 minutes

Unaudited actual financial reports from the prior fiscal year 2011-12

3. Discussion and Action- Charter Renewal- 15 minutes

Update on discussion with Stephen Works of CDE

4. Discussion and Action- Fund Development- 15 minutes

Handling future grant requests

5. Discussion and Action- Board Priorities- 15 minutes

a. Informing parents of school issues

b. Addressing defined board priorities which can be found in the July 10, 2012 minutes

I. CONSENT ITEMS- 5 minutes

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J. COMMITTEE REPORTS/UPDATES- 5 minutes each

1. Finance- Tim

2. Foundation- Lisa

3. Facilities Committee- Christina

4. Outreach Committee- Ginny

5. Board Development Committee- Tim

Review the timeline of to nominate a parent board member

K. FUTURE AGENDA ITEMS

L. FUTURE MEETING DATES: October 16, 2012- 6:30 PM

M. ADJOURNMENT

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

Roll Call: Ginny Hautau, Beth Laurence, Tim Lohrentz, Norman Lorenz, Julie Parnow

B. APPROVAL- Agenda/Additions – 5 minutes

C. APPROVAL- Minutes of September 11, 2012 – 5 minutes

D. STUDENT PARTICIPATION

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F. Board Training- 20 minutes-Ginny

Chapter 3- Orientation and Training of Board Directors

G. DIRECTOR'S REPORT- 15 minutes

a. WASC Update

b. Strategic Plan Update- the priorities of school operations including short term and long range planning and how it fits into the regular school (work) day.

H. 1. Introduction of New Parent Board Member- 5 minutes

2. Discussion and Action- Benefits Update-15 minutes

a. Change to benefit package-Flexible Spending Account and Individual Premium Accounts Administered by eFlex.

3. Discussion and Action- Charter Renewal- 30 minutes

- a. Renewal update
- b. Begin discussion of adding Transitional Kindergarten/ Kindergarten
- c. How board can help with Charter Renewal

4. Discussion and Action- Fund Development- 10 minutes

- a. Grant request form

5. Discussion and Action- Board Priorities- 15 minutes

- a. Inviting parents to join board committees
- b. Monthly update to parents
- c. Addressing defined board priorities which can be found in the July 10, 2012 minutes

6. Discussion and Action- Board Development- 15 minutes

- a. Chairperson for Board Development committee- year long process
- b. Nomination packets in school office for potential members

I. CONSENT ITEMS- 5 minutes

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J. COMMITTEE REPORTS/UPDATES- 5 minutes each

1. Finance- Tim

- a. Cash Flow Update
- b. Recap of 9/18/12 Community meeting

2. Foundation- Lisa

3. Facilities Committee- Christina

4. Outreach Committee- Ginny

K. FUTURE AGENDA ITEMS

L. FUTURE MEETING DATES: November 13, 2012- 6:30 PM

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BOARD OF DIRECTORS – AGENDA

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.

REGULAR MEETING: Tuesday, November 12, 2012

A. OPENING--Time: 6:30 pm

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

Roll Call: Ginny Hautau, Beth Laurence, Norman Lorenz, Milagros Ott, Julie Parnow

B. APPROVAL- Agenda/Additions – 5 minutes

C. APPROVAL- Minutes of October 16, 2012 Meeting – 5 minutes

D. STUDENT PARTICIPATION

E. 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 President may increase or decrease the time allowed for public comment. The Board does not respond or take action on these comments.

F. Board Training- 20 minutes-Beth

Chapter 4- Board Decision – Making and Meetings

G. DIRECTOR'S REPORT- 15 minutes

a. Strategic Plan Update- the priorities of school operations including short term and long range planning and how it fits into the regular school (work) day.

H. BOARD BUSINESS

1. Introduction of New Parent Board Member, Milagros Ott- 5 minutes

2. Discussion and Action- New Community Board Member- 5 minutes

a. Approval of potential board member – Julie Petersen

3. Discussion and Action- Board Positions- 10 minutes

a. Election of Executive Committee for the 2012-2013 year

- 4. Discussion and Action- Field Trip Approvals- 15 minutes**
 - a. Guided Discoveries: Astrocamp (6th year students)
 - b. NatureBridge (4th and 5th Year Students)
- 5. Discussion and Action- Disruptive Parent Policy-15 minutes**
 - a. Approval of the new school policy

I. ONGOING DISCUSSIONS OF BOARD PRIORITIES

- 1. Discussion and Action- Charter Renewal- 20 minutes**
 - a. Renewal update
- 2. Discussion and Action- Fund Development- 10 minutes**
 - a. Grant request form
- 3. Discussion and Action- Board Priorities- 15 minutes**
 - A. Monthly update to parents
 - b. Retreat- January 26, 2013
 - c. Addressing defined board priorities from July 10, 2012 minutes
- 4. Discussion and Action- Board Development- 15 minutes**
 - a. Chairperson for Board Development committee- year long process

J. CONSENT ITEMS- 5 minutes

Consent items are routine, non-controversial agenda items that will be approved or rejected as whole, without extensive discussion or debate.

K. COMMITTEE REPORTS/UPDATES- 5 minutes each

- 1. Finance- Julie**
 - a. Passing of Prop 30/ budget
 - b. Future Finance Committee Meetings:
12/4/12- 6:00 pm
3/5/13- 5:00 pm
6/11/13- 6:00 pm
September 2013- TBD

- 2. Foundation- Lisa**
- 3. Facilities Committee- Christina**
- 4. Outreach Committee- Ginny**

L. FUTURE AGENDA ITEMS

M. FUTURE MEETING DATES: December 11, 2012- 6:30 PM

N. ADJOURNMENT

Instructions for Presentations to the Board by Members of the Community

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BOARD OF DIRECTORS – AGENDA

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

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REGULAR MEETING: Tuesday, December 11, 2012

A. OPENING--Time: 6:30 pm

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

Roll Call: Ginny Hautau, Beth Laurence, Norman Lorenz, Milagros Ott, Julie Petersen, Julie Parnow

B. APPROVAL- Agenda/Additions – 5 minutes

C. APPROVAL- Minutes of 10/16/12 and 11/12/12- 5 minutes

D. 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 President may increase or decrease the time allowed for public comment. The Board does not respond or take action on these comments.

E. Board Training- 20 minutes-Norman

Chapter 5-The Board Role in Strategic Thinking and Planning

F. DIRECTOR'S REPORT- 15 minutes

a. Strategic Plan Update- the priorities of school operations including short term and long range planning and how it fits into the regular school (work) day.

G. BOARD BUSINESS

1. Discussion and Action- Field Trip Approval- 10 minutes

a. 5th year student field trip to the Gold Country- May 20-21, 2013

2. Discussion and Action- Disruptive Parent Policy-15 minutes

a. Approval of the new school policy presented by Kelly and Norman

3. Discussion and Action-First Interim Report- 20 minutes

a. The First Interim Report is the financial status of the charter for the current year and three succeeding fiscal years (through 2015-16), and reflects current activity through October 31st and budget projections as of November 30, 2012

4. Discussion and Action- Board Training-Jan 9, 2013-10 minutes

- a. 5:30-Meet with Carolyn Phister from the Charter Division of CDE
- b. 6:00-Attorney Lisa Corr Training on the Brown Act, Conflict of Interest and Effective Governance

5. Discussion and Action- Board Retreat-Jan 26, 2013-20 minutes

- a. Time, Place, Meals
- b. Review agenda draft, additional topic suggestions

6. Discussion and Action- Board Directors Contact Information-10 minutes

- a. Address, phone numbers, email addresses

H. ONGOING DISCUSSIONS OF BOARD PRIORITIES

1. Discussion and Action- Charter Renewal- 10 minutes

- a. Renewal update

2. Discussion and Action- Fund Development- 15 minutes

- a. Update on Crowd Funding Campaign

3. Discussion and Action- Board Development- 5 minutes

- a. Chairperson for Board Development committee- year long process
- b. Monthly update to parents

I. CONSENT ITEMS- 5 minutes

Consent items are routine, non-controversial agenda items that will be approved or rejected as whole, without extensive discussion or debate.

J. COMMITTEE REPORTS/UPDATES- 5 minutes each

2. Finance- Julie

Future Finance Committee Meetings:

3/5/13- 5:00 pm

6/11/13- 6:00 pm

September 2013- TBD

3. Foundation- Lisa

4. Facilities Committee- Christina

5. Outreach Committee- Milagros

K. FUTURE AGENDA ITEMS

**L. FUTURE MEETING DATES- JANUARY 9, 2013- TRAINNG AND
JANUARY 26,2013 - RETREAT**

M. ADJOURNMENT

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11:00am- 12:00 Policy and Procedures Handbook Establishment

Goals & Objectives

- Infrastructure and availability to parents through website

12-1 p.m. LUNCH

1-3:30-Essential Elements- Small groups

- Strategic Plan
 - THE SEVEN OUTS: STRATEGIC PLANNING MADE EASY FOR CHARTER SCHOOLS (excerpted from a book of the same title), http://www.gvsu.edu/cms3/assets/8D75A61E-920B-A470-F74EFFF5D49C6AC0/forms/boardmembers/resources/the_seven_outs.pdf
 - *Fundamentals All Board Members Should Know & Be Able to Do*, [http://www.brianlcarpenter.com/www.BrianLCarpenter.com/downloads/resources/Mastering Board Fundamentals-Seven Things.pdf](http://www.brianlcarpenter.com/www.BrianLCarpenter.com/downloads/resources/Mastering_Board_Fundamentals-Seven_Things.pdf)
 - Structure/Organization of Staff
 -
- Policies and Procedures Handbook
- Fund Development and Foundation expectations

2:15PM- 2:30 PM BREAK

3:30PM- 4:30 PM Shared elements, wrap-up & closing activity

4:30PM DISMISSAL

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- Goals and Objectives
 - Develop a position and draft statement about addressing a plan concerning Transitional Preschool, Kindergarten, & middle school

- Essential Elements Prioritization (No particular order)
 1. Committees decisions- when decisions are made at committee level, how much detail to full board.
 2. Board Strategic Plan- is it needed for Charter Renewal
 3. Policy Review
 4. Sample Board Operation Calendar- from Chp 4 training
 5. Fund Development- Website Ginny
 6. Discussion about the Field Trips- the cost and how they relate to the curriculum- do the parents want to contribute to the field trips? Still need clarification if the money can go into the general fund.
 7. Expectation of Foundation- money donated to school but foundation is only giving \$5000/month even when school could use additional funds- how we should move forward.

10:15am – 10:30am BREAK

10:30-11

2 year Strategic Plan Review

- State Charter
 - Steering articulation committee for purpose of re-charter
- Facility Issues
 - Form committees to ensure common goals
- Educational Program
 - Transitional Kindergarten & middle school
- WASC accreditation check in regarding mid accreditation report
- Board training and development 2013-14 school year
- Board budgeting check-in

BOARD OF DIRECTORS – AGENDA

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.

REGULAR MEETING: Tuesday, February 12, 2013

A. OPENING--Time: 6:30 pm

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

Board Member, Norman Lorenz-9490 San Paola Circle, Elk Grove, CA 95624

Roll Call: Ginny Hautau, Beth Laurence, Norman Lorenz, Milagros Ott, Julie Petersen, Julie Parnow

B. APPROVAL- Agenda – 5 minutes

C. APPROVAL- Minutes of 12/11/12 & 1/26/13- 5 minutes

D. 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 President may increase or decrease the time allowed for public comment. The Board does not respond or take action on these comments

E. DIRECTOR'S REPORT- 15 minutes.

F. BOARD BUSINESS

1. Discussion and Action- Charter Renewal- 15 minutes

a. Tasks for board members

2. Discussion and Action- Disruptive Parent Policy-15 minutes

a. Approval of the new school policy presented by Kelly and Norman

3. Discussion and Action- Financial Audit Report for Fiscal Year 2011-2012- 15 minutes

a. Review and approve Financial Audit report of fiscal year 2011-2012 prepared by Boyle & Stoll, CPA's

4. Discussion and Action- Tax Returns for Fiscal Year 2011-2012 – 10 minutes

- a. Review and approve tax returns prepared by Boyle & Stoll, CPA's for the tax year ending June 30, 2012

5. Discussion and Action- Kindergarten- 20 minutes

- a. Continue discussion of K-1 combination class
- b. Financial impact of adding a Kindergarten program
- c. Parameters of lottery preference

6. Discussion and Action- Student Fee Policy - 15 minutes

- a. Review and approve new policy in response to Assembly Bill 1575 which prohibits all Local Educational Agencies (LEAs), including charter schools, from charging students fees for participating in educational activities that are a fundamental part of the curricular and extracurricular program

7. Discussion and Action- Strategic Plan- 30 minutes

- a. Continue developing the Strategic Plan started at the retreat

G CONSENT ITEMS- 5 minutes

Consent items are routine, non-controversial agenda items that will be approved or rejected as whole, without extensive discussion or debate.

H. COMMITTEE REPORTS/UPDATES- 5 minutes each

1. Finance- Julie Parnow

Future Finance Committee Meetings:

3/5/13- 5:00 pm

6/11/13- 6:00 pm

September 2013- TBD

2. Foundation- Lisa Baird

3. Facilities Committee- Christina Isetta

4. Outreach Committee- Milagros Ott

5. Fund Development- Ginny Hautau

- a. Grant Request Form

6. Board Development- Julie Petersen

I. FUTURE AGENDA ITEMS

J. FUTURE MEETING DATES- March 12, 2013

K. ADJOURNMENT

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Board Member, Norman Lorenz-9490 San Paola Circle, Elk Grove, CA 95624

Roll Call: Ginny Hautau, Beth Laurence, Norman Lorenz, Milagros Ott, Julie Petersen, Julie Parnow

B. APPROVAL- Agenda – 5 minutes

C. APPROVAL- Minutes of February 12, 2013

D. 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 President may increase or decrease the time allowed for public comment. The Board does not respond or take action on these comments

E. DIRECTOR'S REPORT- 15 minutes.

F. BOARD BUSINESS

1. Discussion and Action- Strategic Plan – 45 minutes

Continue developing the Strategic Plan started at the retreat in January by reviewing in advance other plans from schools and organizations.

2. Discussion and Action- Charter Renewal – 15 minutes

Presentation of relevant performance data- Kelly

3. Discussion and Action- 2013-2014 Calendar – 15 minutes

Review for approval of the proposed calendar for the next school year

4. Discussion and Action – Approval of 2012-13 Audit & Tax services Contract – 5 minutes

Approve contract for Boyle & Stoll, CPAs of Santa Rosa, CA to conduct the 2012-13 financial audit and tax returns

5. Discussion & Action – Approval of Second Interim Report – 30 minutes

The Second Interim Report is the financial status of the charter for the current year and three succeeding fiscal years (2013-14 to 2015-16), and reflects current fiscal activity through January 31, 2013 and budget projections as of February 28, 2013.

G. CONSENT ITEMS – 5 minutes

Consent items are routine, non-controversial agenda items that will be approved or rejected as whole, without extensive discussion or debate.

1. Budget Revisions & Transfers

H. COMMITTEE REPORTS/UPDATES- 5 minutes each

1. Finance- Julie Parnow

Review the 3/5/13 meeting

Future Finance Committee Meetings:

April 2013 TBD

June 11, 2013- 6:00 pm

September 2013- TBD

2. Foundation- Lisa Baird

3. Facilities Committee- Christina Isetta

4. Outreach Committee- Milagros Ott

5. Fund Development- Ginny Hautau

a. Grant Request Form

6. Board Development- Julie Petersen

I. FUTURE AGENDA ITEMS

J. FUTURE MEETING DATES- April 9, 2013, May 14,2013 & June 26, 2013

K. ADJOURNMENT

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BOARD OF DIRECTORS – AGENDA

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REGULAR MEETING: Tuesday, April 9, 2013

A. OPENING--Time: 6:30 pm

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

Board Member, Norman Lorenz-9490 San Paola Circle, Elk Grove, CA 95624

Roll Call: Ginny Hautau, Beth Laurence, Norman Lorenz, Milagros Ott, Julie Petersen, Julie Parnow

B. APPROVAL- Agenda – 5 minutes

C. APPROVAL- Minutes of March 12, 2013

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E. DIRECTOR’S REPORT- 15 minutes

F. BOARD TRAINING- Chapter 6- Julie Parnow- 20 minutes

Legal and Financial Responsibilities of Charter School Boards

G. BOARD BUSINESS

1. Discussion and Action- Strategic Plan- 45 minutes

Review draft of the Strategic Plan presented by Julie Petersen.

2. Discussion and Action- Charter Renewal- 15 minutes

Kelly to Update on Charter Renewal process

H. CONSENT ITEMS- 5 minutes

Consent items are routine, non-controversial agenda items that will be approved or rejected as whole, without extensive discussion or debate.

I.COMMITTEE REPORTS/UPDATES- 5 minutes each

1. Finance- Julie Parnow

April 2013 TBD

June 11, 2013- 6:00 pm

September 2013- TBD

2. Foundation- Lisa Baird

3. Facilities Committee- Christina Isetta

4. Outreach Committee- Milagros Ott

5. Fund Development- Ginny Hautau

6. Board Development- Julie Petersen

J. FUTURE AGENDA ITEMS

K. FUTURE MEETING DATES- May 14, 2013 & June 26, 2013

L. ADJOURNMENT

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BOARD OF DIRECTORS MEETING AGENDA

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REGULAR MEETING: Tuesday, May 14, 2013

A. OPENING-Time: 6:30 pm

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

Board Member, Norman Lorenz-9490 San Paola Circle, Elk Grove, CA 95624

Roll Call: Ginny Hautau, Beth Laurence, Norman Lorenz, Milagros Ott, Julie Petersen, Julie Parnow

B. APPROVAL- Agenda – 5 minutes

C. APPROVAL- Minutes of April 9, 2013

D. 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 President may increase or decrease the time allowed for public comment. The Board does not respond or take action on these comments.

E. DIRECTOR'S REPORT- 15 minutes

F. BOARD TRAINING- Norman Lorenz- 20 minutes

Chaptern7-Board- Staff Relations

G. BOARD BUSINESS

1. Discussion and Action- Strategic Plan- 45 minutes

Review second draft of the Strategic Plan presented by Julie Petersen.

2. Discussion and Action- Charter Renewal- 15 minutes

Kelly to Update on progress of Charter Renewal

3. Discussion and Action- Review of School Policies- Beth Laurence -20 minutes

a. Policy Audit- May 2013 List-

Review policies to be added or removed from the website, policies that need to be developed, and placement of reference documents on the website.

H. CONSENT ITEMS- 5 minutes

Consent items are routine, non-controversial agenda items that will be approved or rejected as whole, without extensive discussion or debate.

I.COMMITTEE REPORTS/UPDATES- 5 minutes each

1. Finance- Julie Parnow

April 29, 2013 Review

Future meetings-

June 4, 2013- 6:00 pm

September 2013- TBD

2. Foundation- Lisa Baird

3. Facilities Committee- Christina Isetta

4. Outreach Committee- Milagros Ott

5. Fund Development- Ginny Hautau

6. Board Development- Julie Petersen

J. FUTURE AGENDA ITEMS

K. FUTURE MEETING DATES- June 11, 2013 and June 26, 2013

L. ADJOURNMENT

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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 concern 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 limit 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.