

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING (AND RETREAT): SATURDAY, January 21, 2012

A. OPENING

Time: 9:00

Location: Sonoma House, 4043 Pepperwood Court, Sonoma, CA

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

B. **APPROVAL-** Agenda

C. **APPROVAL-** Minutes from last meeting tabled until regular February meeting

D. PUBLIC COMMENT

None.

E. ACTION: Budget Transfers

Tabled under regular February meeting due to late submission

F. Mission, Vision & Values for River

Vision

- o The board viewed an RSA- illustrated talk by Ken Robinson, Changing Education Paradigms –recommended for River parents:

<http://www.schooltube.com/video/2cb4889891b0c637f8f8/RSA-Animate-Changing-Education-Paradigms>

- o Went over mission and Montessori values and philosophy

Goals and Objectives

- o Develop a position concerning Transitional Preschool, Kindergarten & middle school Charter division rep said we could do an amendment for charter for a Kindergarten (K) and a transitional K (pre-K year) rather than waiting for the charter approval process—the amendment would need approval by state board of education.

Transitional K (pre-K year) money has not been funded by state.

[Low-income preschool \$ mgmt. being taken away from CDE except for state preschool system; will be wrapped into county health programs as alternative placement money]

Having a kindergarten at River would provide a feeder program and would better prepare the students for our Montessori program; the K class size would be smaller than first grade to allow students from local Montessori kindergartens to attend. A kindergarten program is much easier to develop than a middle school.

Middle school has its own challenges; some current upper el parents want their children to have a bigger pond, and some want to stay in our smaller environment. Montessori calls for middle school age children going out on field trips a lot and becoming more independent. It's hard to find Montessori teachers with middle school credentials, especially at an affordable salary; we might have to sponsor someone for training. Facilities would be a challenge.

Draft position: In future, amend charter to add a kindergarten (admin will speak to attorneys re: risk before we draft a position statement); we will draft a statement at next board meeting.

We will not amend charter to add middle school before renewal of our charter. But in 2013, whether to include middle school in our re-charter will be discussed (we could add a middle

school to the charter at that point, so by then most children in middle school will be those who started in 1st grade in Montessori. Note: however, we've been advised to keep charter renewal separate from any additions/changes. The earliest a middle school would start would be fall 2015.

- Brown Act discussion (will plan later for another formal training)

This was tabled as we didn't have a new community board member as we anticipated, and all current board members went through training last February

- Development of a salary matrix

Planned for February finance committee meeting on 2/10 at 8:30 am

Finish discussion at next finance mtg: March 7, 8:30 am

2-year Strategic Plan

Our state charter expires in May 2014; we need a new charter ready by Spring 2013 to submit in September 2013 (with Spring 2013 test scores); we would submit it to the state in February if we need to appeal.

Discussed outreach to Latino community. Kelly has prospective parent meeting for Latino community with Latino River parents presenting information to the community.

Outreach committee of foundation gives River information to River community, not to outside of River community; but the foundation can work on overcoming the transportation issues of Latino community

Old Adobe statistics: ESL: 34%; Free & Reduced Lunch: 42%

We need a steering articulation committee for purpose of re-charter.

G. Business Plan Establishment

Goals & objectives were discussed.

H. Essential Elements

Role of Board

- Job Description and obligations to the state/ authorizer/MOU
- Code of Ethics
- Code of Conduct

Ginny will incorporate code of ethics into board director expectations document that was already adopted

If there is a personnel issue, Kelly will let Julie know to put a closed session on the next agenda.

Kelly will keep the board apprised of staff performance and any developments, not just when discipline is needed or when a letter of resignation is received (the bylaws require admin to keep board apprised at all times of staff performance). Kelly will bring any personnel challenges to Norman at monthly meeting, and if they feel it rises to board level, they will put it on the agenda; if the matter affects disciplining a guide or staff person, or thinking an employee may have to be let go in the future, or knowing that a guide or staff person is disgruntled and thinking of leaving, it should come to the full board. [Note: an item does not need to be put on agenda for admin to pass on information to the board.]

Discussion of perceived conflict of interest, financial conflict of interest, and the importance of objective decision making even if financial interest not involved (conflict of interest laws deal only with finances).

Importance of confidentiality in closed sessions discussed.

Facilities planning

- Establishment of a facilities committee to the board: Tim, Cristina, Ginny

Board will be talking about facilities issues over next year and the committee will help guide discussions.

Future options:

- Continue to lease
- Purchase the building for \$3.3 million (asking price), which would be \$140,000 per year in mortgage payments. This would have to be after the charter renewal, in order to get a loan approval.
- District possibilities: Talk to Old Adobe about locations in district

I. WRAP-UP

Items discussed above or tabled.

J. FUTURE AGENDA ITEMS

- Any facilities changes needed for next year?
- School calendar for 2012-2013
- Position on Dutra
- Permission slip
- Concept of a school library in a Montessori philosophy
- Schedule another town hall mtg
- Student participation/presentation at each board meeting (e.g., to report on Balclutha trip or request for changes or improvements)
- Closed session on admin asst. positions

J. ADJOURNMENT 4:45

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).

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Thursday, February 16, 2012

D. OPENING

Time: 6:30 pm

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

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

E. APPROVAL- Agenda

Remove student participation from agenda; will begin next meeting

F. APPROVAL of Past minutes

1. Minutes from December 13 meeting that were tabled at January retreat until regular February meeting

Correction: Norman abstained from voting to approve the permission slip, not Carolynn

M: Norman S: Ginny A:6 N:0

2. Minutes from January 21 board meeting and retreat

Corrections: Not all current members had Brown Act training; we will arrange a training soon. We will form outreach committee of the board

M: Julie S: Carolynn A:6 N:0

D. STUDENT PARTICIPATION

Has not yet been set up yet; we will set it up for future meetings

E. PUBLIC COMMENT

Beth Flynn, upper el teacher: Beth would like to speak during the discussion about libraries

F. DIRECTOR'S REPORT

Curriculum

CST test April 16

Special ed program is growing; we have a new space in the back of building that has become a learning center for the special ed resource person.

Reporting time: Calpads is going on.

WASC: We are awaiting a date for WASC meeting.

Enrollment

We are at 158 currently, 92 lower el students and 66 upper el students.

We are current on cumulative folders going out; we are still awaiting some cumulative files from other schools.

For 2012-2013 school year, new applications are online for new students and siblings

Admin is deciding whether to require existing students to do a re-enrollment form; maybe they will ask only those not returning to do a form.

March 27, 3:30, is the application deadline.

March 28, 5:00, is the lottery if we have more applications that spots.

Finance

Kelly and Wendy are reviewing the multi-year budget.

HR

Kelly is compiling data from faculty surveys.

Community

The parent surveys were turned in this week; we had 61 respondents out of 131 families. Kelly is figuring out how to share information with the board. The answer to very happy with River Montessori was 95.8, up 3 points from last year.

The parent education program wrapped up last night with a good program; survey questions for this program have gotten 4 or 5s out of 5s.

G. NEW BUSINESS

1. Discussion and Action –WASC Accreditation

Discussed above, still awaiting a date. No news to report.

2. Field Trip Permission Slip

Wendy spoke again to Sarah Bancroft, our charter school lawyer at MYM. Our insurance policy covers student accidents where the school is at fault. She recommends against binding arbitration.

More discussion about whether long permission slip was needed for every trip. California Education Code 35330 includes an automatic waiver for all field trips and excursions in California; that is, parents cannot sue school districts, schools, admin, or teachers for any injuries suffered on any field trip. After discussion, board came to a compromise of condensing the waiver to fit on the back of a permission slip by decreasing the font and combining a couple of clauses.

At a future time we will discuss having a blanket waiver at the beginning of the school year.

Motion: Wendy will condense waiver to fit on back of permission slip.

M: Ginny S: Norman A:6 N:0

3. Discussion of 2012-2013 calendar

Admin does not have a final calendar ready. Tabled until next board meeting.

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

Public comment:

Diana Spaulding, parent and librarian who teaches information literacy at SRJC. Diana wrote a proposal for a school library, feels that students need instruction and library experiences to become "informationally literate." There is a correlation between test scores and library programs (this correlation is stronger than better than what school child goes to, the community the child is from, % English language speaking, whether child comes from poverty, level of parent education, and ethnicity).

There are grant possibilities from PEF for major impact grants up to \$15,000, mainly for technology, but Diana thinks she could design library center grant or media center grant that would cost \$25,000 for first two years. This would include automation and tracking system, shelving, and 6K for reference. Cost to update the system would be several hundred dollars per year for license for automated system plus a couple of thousand dollars in staffing costs, updating materials, maybe \$4,000-5,000 per year in ongoing costs.

Mary Tighe, lower el Guide (teacher)

Taking resources out of the classroom takes away Guides' ability to help each child according to skill level, tastes. Children usually only get an hour per week when library is centralized. Our students do a lot of research, daily, and if they had to leave the classroom to get resources each time, it would be disruption. For lower el students, someone would have to go with them, so the library wouldn't be used much, at least compared to the classroom libraries. Our child librarians are taking great care of classroom library; the children get to categorize incoming books.

Beth Flynn, lower el Guide (teacher)

Beth shares Mary's view on a school library and says the feeling is unanimous among River's teachers. The immediacy of being able to respond to questions and research is very important in the classrooms. Beth and Mary both said that they would like more involvement in the technological aspect of research and would like help with this (access to student databases, etc., so the students wouldn't always have to use the Internet/Google).

Lisa Baird, chair elect of River Montessori Foundation:

Prospective parents look for a school library; is there a way we can better showcase the materials in our classroom libraries?

Board discussion:

The board discussed a hybrid tool to catalog books in River's classroom libraries, from which all River students could borrow books, incorporated with the new technology, and to improve the classroom libraries. We should also look into grants from Edutopia (George Lucas's foundation).

A board member suggested that we first focus on a grant to improve our research technology (e.g. obtain EBSCO database for children). Ginny will look into grants (investigation only will be conscious of grants taking up time for administration). At board's request, Kelly will ask teachers what are their top priorities are so board can include those as part of our mission and vision. In addition, Kelly will send out the work-in-progress communication flow document that is being changed from document as originally adopted.

5. Discussion and Action- Dutra

A discussion on whether the Board wants to have an official position on the Dutra development. Most members of board came to a consensus that we could draft a statement that the proposed Dutra asphalt plant could have adverse effects on the school, a school whose goals are maintaining environmental integrity, harmony, and peace and fostering environmental stewardship in our children.

Motion for Tim to draft a statement that Dutra asphalt plant is not in best interests of the school, to be agreed on by board at a future meeting.

M: Ginny S: Beth A: 4 N:2 Motion passed.

6. Discussion and Action- Family Survey

Results summarized in director's report. Board members can see results on surveymonkey. Report will go out to school.

7. Discussion and Action- Fundraising Policy Amendment

Beth and Julie will work on fundraising policy amendment; will hold a meeting with RMF leaders to discuss changes to current fundraising policy.

At the March RMCS board meeting, the board will set board priorities to suggest for extra foundation monies if foundation anticipates meeting its \$65,000 commitment by the end of the school year.

Ginny is going to every RMF meeting now to be a conduit to RMF.

H. CONSENT ITEMS

Motion to approve all consent items.

M:Carolynn S: Norman A: 6 N:0

I. CONTRACT APPROVAL

Removed from agenda; no contracts to approve.

J. COMMITTEE REPORTS

1. Finance Committee

The finance committee heard about a lighting proposal from Sara Peracca, green committee, to use "onbill" financing from PG&E; the students raised money to green the school and wanted to spend it on changing out the fluorescent lights.

The finance committee also discussed the fundraising policy amendment requested by RMCS and procedures for foundation. Beth and Julie will meet with RMF leaders this Saturday.

2. Foundation

RMF is working hard on reaching its commitment of 65K to contribute to the school's operating budget. They anticipate being at \$61,000 by end of year, not counting any funds made at auction/dinner. The sustainer committee is working on ways to increase sustainer base. The foundation suggested the RMCS board could put in the school newsletter a request for those families who are not sustainers to make a one-time donation this year because the foundation is \$4,000 short of making its commitment to the operating budget, which they had hoped to make from the sustainer contributions alone. If RMF can raise more than the \$65,000, it can be spent on other school priorities.

RMF requests that when the RMCS board adopts the budget in June, we should request amount in writing from RMF, and also in a communication to parents.

Also, perhaps board members could take a turn introducing themselves in the monthly RMCS newsletter.

K. CLOSED SESSION- Discussion of Administrative Positions

L. CLOSED SESSION REPORT

Kelly reported that our longtime Administrative Coordinator Leslie Harrison had resigned. Kelly expressed gratitude for the hard work Leslie has put into the school and will draft a statement of appreciation.

Kelly interviewed for the vacant administrative position and recommended that RMCS hire Denise Ennis to help Dawn with the administrative work.

J. FUTURE AGENDA ITEMS

- Facilities changes needed for next year
- Lighting proposal.
- School calendar for 2012-2013.
- Another town hall mtg?

Next board meeting: March 7, April 11 at 6:30

J. ADJOURNMENT 10:45

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).

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Wednesday, March 7, 2012

G. OPENING

Time: 6:30 pm

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

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 tabled until next time due to late changes

D. STUDENT PARTICIPATION- Students on break, unavailable.

E. PUBLIC COMMENT

Christina Isetta, parent of two River students: Christina strongly urged the board not to take out a loan to pay for lighting, wondered why would we take on more liability when lease will be ending. In addition, she was shocked to see the Dutra statement on the agenda. She said not every parent in school is against Dutra, wondered what the school has to gain from publishing a statement, and didn't want personal agendas to get in the way of board governance.

F. DIRECTOR'S REPORT

A big thanks to Scott Neilson for the new monitor for Skyping for meetings

Curriculum:

4th graders had Star test writing exam

Conferences going on, upper el students are participating in the conferences; getting good feedback from families.

Students working on their culminating projects

May 30 6 pm is the 6th grade promotion

CDE 2nd year site visit. Steve offered to share best practices with the board Friday, May 11 at 8:30 a.m.

WASC-in holding pattern; will come out briefly to check us out and make plans for next two years

Enrollment:

Current enrollment: 93 in upper el; 65 in lower el

We have lots of people touring and coming to prospective parents meeting

We have lots of applicants, looks like we'll need to have a lottery

The lottery is March 28 at 5:30

Survey comments:

Kelly shared some parents' comments re communication from classes needing to improve and kids could be more accountable for condition of school

Communication:

Kelly read over communication flow document, to be worked on and disseminated

Kelly asked teachers what their priorities were for budget items:

Assistants

PE teacher

Music teacher

Learning materials

G. NEW BUSINESS

1. Discussion and Action –WASC

Monthly update from Director; see above.

2. Discussion and Action- 2012-2013 Calendar

Approval of next year's school calendar

July through May

Motion to approve: Carolynn S:Tim A:6 N:0

3. Discussion and Action- Family Survey

Review parents' comments-see above

4. Discussion and Action- Enrollment Forms

a. Number of students returning – we don't yet know because parents haven't yet submitted the forms

b. Changes to facility – we will have one more upper el classroom; Admin and staff would like to go back to smaller upper el classrooms (24-27 students), and we have a large 3rd grade class graduating to upper els.

Kelly is investigating several options for changing our space to incorporate one more classroom.

c. Additional Guide – We will be hiring one more upper el guide.

5. Discussion and Action- Outreach Committee

Approve a standing committee to outreach to the broader community

Ginny volunteered for it and will recruit for it.

Motion to form outreach committee with Ginny: Tim S: Julie A:6 N:0

6. Discussion and Action- Town Hall Meeting

Set a date for a meeting with the school community

After a discussion the board decided to have an informal "meet the board" gathering instead during a community conversation meeting. Due to timing, we'll have it at the beginning of next year to kick off school year so people can greet the board.

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.

Wendy, our business manager, laid out next year's (2012-2013) budget with worst case scenario numbers if the state cuts ADA funding by \$370, though it is unlikely because Prop 98 would need to be changed. With this worst case scenario, the year shows a bit negative in revenue, but cash flow still high because we have 300,000 left over after this year.

Motion to approve budget: Julie S: Ginny A:6 N:0

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

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

M: Tim S: Carolynn A:6 N:0

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

Tax Returns prepared by Boyle & Stoll, CPA

Wendy made one last change in a schedule left over from the first year, otherwise final.

M: Ginny S: Tim A:6 N:0

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

To do taxes and audits for next year. Ed Code likes to see us choose someone for next year.

M:Julie S: Tim A:6 N:0

11. Discussion and Action- Lighting

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

The board discussed using a program from PGE where PGE would loan \$5,000 to the school to switch out the lights for more energy-saving lights. The loan would be paid back on the PGE bill each month, with the money saved in energy costs, until the loan was paid off.

Some board members discussed not wanting another liability on books. Other board members thought it was very low risk and used savings to improve the school, costing the school no money and providing natural daylight for much or all of the school. Business manager recommended against take out a loan, especially since RMCS may not stay in this space.

Discussion turned toward the original plan to spend \$2,200 of originally raised money to change some lights in the interests of wrapping it up for the students. There was no support for a motion to commit to PGE on-bill financing.

Motion to allow green team to use its raised \$2,200 toward changing out the lights in some classrooms: Julie S: Carolyn A:6 N:0

H. OLD BUSINESS

1. Discussion and Action- Field Trip Permission Slip

Review revised permission slip. Discussion of insurance statement on slip.

Motion to approve condensed permission slip with a few small changes (including Wendy changing sentence on insurance to accurately and briefly reflect what our policy covers): M:Tim S:Ginny A:6 N:0

2. Discussion and Action-Grant Update

Ginny to update on findings of available grants

Tabled until April meeting.

3. Discussion and Action- Dutra Asphalt Plant

Review statement to be drafted by Tim.

The board reviewed a statement drafted by Tim. After a long discussion, it was decided that the board would take no action at this time, when it could be divisive to our community but would not likely affect the ongoing appeal.

I. CONSENT ITEMS

II. None.

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

The finance committee discussed the PGE on-bill financing plan and the Second Interim Financial Report. The committee went over changes to this year's budget, what the state contributions would look like for the next school year, and the budget for facilities changes for next year. The committee expressed the desire that the budget should not be so conservative (prepared as worst case scenario) since it is unlikely funding would be cut so much.

2. Foundation- Lisa and Ginny

Stephanie has stepped down and handed the chair position to Lisa Baird. The foundation had a good retreat recently. The foundation is considering a name change to help parents understand the purpose of the foundation, and is planning to refocus its mission on fundraising and building community.

Pancake breakfast profited \$2,400

Butter & Eggs float being built by seasoned Butter & Egg parents; students came up with float design. Maybe breakfast in the park beforehand. Parade is April 28.

May 11 is golf tournament and dinner auction.

K. FUTURE AGENDA ITEMS

Code of ethics and code of conduct

Approval of Site committee to include Christina Isetta, Ginny, Tim, and Christy Chandler

Transitional kindergarten

Approve new hire Denise

Evaluation of board including self- assessment and assessment from staff and community

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

M. ADJOURNMENT

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Wednesday, April 11, 2012

H. OPENING

Time: 6:30 pm

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

Roll Call: Carolynn DiGiuseppi, Beth Laurence, Tim Lohrentz, Julie Parnow

Absent: Ginny Hautau, Norman Lorenz

B. APPROVAL- Agenda/Additions

No committee reports this time

Code of ethics tabled until April due to Ginny's absence

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

March 7 minutes: upper el and lower el enrollments were transposed and a few positive survey comments were omitted: parents expressed happiness with teachers and loved the music program. Also, "Steve" from CDE referred to Stephen Work.

Motion to approve minutes as corrected: Carolynn S: Julie A:4 N:0

D. STUDENT PARTICIPATION-

Earth Day Faire Report

Gillian Sanders, Secretary General of Student Government, reported on the Earth Day Faire on March 30, how it taught responsibility, how to start a business, keeping track of expenses, and the lower el about counting money. The upper el students made \$825 toward the upper el field trip fund.

Upper el student government also put on an 80s Danceathon. So far it has made \$74, but not all pledges have been collected. The monies raised go to the fund for all school field trips.

The student government was formed when some students participated in MMUN (Model Montessori United Nations); after studying other governments, the student government was formed.

E. PUBLIC COMMENT

None.

F. DIRECTOR'S REPORT

Teachers and Kelly attended AMS Montessori Conference in SF during their spring break, paid for by professional development portion of planning and implementation grant.

Teachers will share presentations they attended at future faculty meetings

Curriculum

Star testing

Preparation going on now.

Planning to repeat same star test schedule from last year, one session per day.

Monday, April 16 through Thursday, April 19 for main part of test for all grades

Special Ed

Guides have been busy with meetings for developing IEPs (individualized education plan) and SSTs (student study team meetings).

Extra curricular

Survey was distributed on River Crew and Discovery Courses.

Some parents want River Crew morning program, so it looks like that will happen.

CDE visit

Stephen Work, our monitor from CDE, will be visiting, in a shorter visit this year.

He has offered to do a best-practices board training.

Enrollment

159: Lower el 93; Upper el 66

Next year enrollment

99% of families indicated continuing enrollment

There was no need for lottery to be held, but there is a waitlist for upper el.

Admin made 40 offers, mostly to 1st graders, and so far 32 have accepted.

Enrollment would be 173 if everyone accepts; draft budget for 2012-2013 calls for 174. Kelly anticipates further shifts and applications.

Re-enrollment packets going out to families within the next month.

Misc.

Teachers are doing a non-violent communication program on next professional development day April 27.

A parent has volunteered to help with outreach to Latino community.

Finance

Wendy went to a FCMAT training in fulfillment of charter/MOU requirements.

Tim: City of Petaluma will want to redo our conditional use permit for next year. It takes three months and costs about \$150. But they will probably want to do a new traffic study as part of the process, which will cost several thousand dollars.

G. NEW BUSINESS

1. Discussion and Action –WASC

Still waiting for a date for the initial WASC visit.

2. Discussion and Action- Code of Ethics

Guidelines for RMCS Leadership

Tabled until next meeting.

3. Discussion and Action-Fundraising policy

Guidelines for fundraising activities on behalf of RMCS

The board discussed some changes, which Beth will make, and we will approve it next time.

H. OLD BUSINESS

1. Discussion and Action- Approval of Denise Ennis

After some discussion of how the board should approve hiring since the charter requires it, while allowing administration to move quickly in hiring, the matter was continued until the next meeting.

2. Discussion and Action- Transitional Kindergarten

Tabled until next month.

I. CONSENT ITEMS

1. Budget Transfers

Motion to approve: Carolynn S: Julie A:4 N:0

J. COMMITTEE REPORTS

1. Finance- Tim

Next mtg Friday may 4

2. Foundation- Lisa

Would like collaboration with finance advisory committee meeting and a board member to work with on fundraising and the annual plan.

Next foundation mtg is may 7.

Julie is meeting with the foundation and Kelly, and they will talk about the sustainer amount and annual plan development.

K. FUTURE AGENDA ITEMS

Grants, status of computers in the school, and Rosetta Stone for Spanish.

Approve priority list for extra RMF monies with focus on assistant pay

Hiring

Code of Ethics

Kindergarten discussion

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

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, May 8, 2012

I. OPENING

Time: 6:30 pm

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

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

Absent:

B. APPROVAL- Agenda/Additions

Julie would like to add a time for president's comments to report on the board's meeting with Stephen Work and a few other things

C. APPROVAL- Minutes from April 11 meeting

Removed sentence on data.

Motion to approve minutes as corrected: Tim S:Julie A:5 N:0

Norman abstained since he was absent from the April meeting.

D. STUDENT PARTICIPATION-

No student for tonight.

E. PUBLIC COMMENT

None.

F. PRESIDENT'S COMMENTS

Julie asks that during Kelly's report, the board ask Kelly questions only pertaining to material she discusses; if we have a new question, please email it to Julie to put on the agenda so that Kelly has time to prepare.

Julie summarized Stephen Work's comments to the board.

G. DIRECTOR'S REPORT

WASC Update

Kelly spoke to chair about an initial visit. He got our report on May 7, 2012 and he's attempting to set up a visit, possibly Thursday, May 24.

Strategic Plan Update

For now this agenda item will be an update on our re-chartering process. Kelly is going to start going through the charter and will give us a report on recommended changes to measurable outcomes with focus on APR (accountability progress reporting).

Curriculum

Star testing

STAR testing is complete; it was a very positive experience; some children reported that test was easier than the STAR test prep books.

STAR physical fitness test for 5th graders set for week of May 21.

Upper el planning

Admin and staff have been discussing doing more long-term planning for the 3-year cycle.

6th Year Celebration 6:30 p.m. May 30th, Norman will be speaking,

Admissions/Enrollment

Current enrollment is 159 (LE 93, UE 66)

No change in next year's enrollment from last month

Extra curricular

Summer Crew starts with two great new guides

River Crew will be 7 am to 6 pm in fall

CDE visit

Stephen Work from CDE's visit was very positive on finance and academic, looking ahead to renewal & charter review.

Finance

Wendy and Kelly have been working on 2012-13 budget planning

HR

Professional development day- The teachers had a nonviolent communication training and it was a complete success.

Community Events

Golf, Dinner, & Auction May 11

Field Day May 29

6th Year Celebration May 30

Legendary Montessorian Jonathan Wolff to visit

H. NEW BUSINESS

1. Discussion and Action- Code of Ethics

The board went through Ginny's draft policy and made changes, and also discussed expanding the document to be for the whole community. Ginny will update the document and we will vote on it at a future meeting.

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

There was a general discussion of the bylaws. No action taken.

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. Our lawyers have given us a disruptive parent policy, sample letters for parents, and text to include in the parent handbook. Norman and Kelly will go over it and bring it back to the board at June 26.

I. OLD BUSINESS

1. Discussion and Action-Fundraising policy

The Fundraising Policy was revised at the April meeting. One further change: change item #5 to

5. If parents, staff, or students would like to fund additional items or purchase items outside of the board's priorities list, they should present the request to the RMCS Director and the Director may approve or deny requests in consultation with the board.

Motion to approve policy as corrected: Norman S: Ginny A:6 N:0

2. Discussion and Action- Admin/ Teacher Priority List

Approval of the board's priority spending list, created from the recommendations of the Director and the guides. The board's priority list for spending additional fundraising dollars is Teacher's Assistants, Physical Education, and Music Program.

Motion to approve: Tim S: Norman A:6 N:0

J. CONSENT ITEMS

None.

K. COMMITTEE REPORTS

1. Finance- Tim

There was no April finance committee meeting. Tim will report at next mtg.

2. Foundation- Lisa

We have 100 coming for dinner, about 50 for golf.

The name of the sustainer program is being changed and the foundation is looking for suggestions, such as the Parent Giving Program.

3. Site Committee- Tim

The site committee will meet Tuesday, May 29.

Tim should have information from the city on the conditional use permit by then.

L. FUTURE BOARD APPOINTMENTS The open parent position on the board (being vacated by Tim at the end of his term in October) will be announced at the first day of school welcome. We will have a parent informational session to become a candidate at the "meet the board" Q&A session in early August.

M. FUTURE AGENDA ITEMS

2012-2013 Annual Budget

Director's review - closed session

Disruptive parent policy approval

Code of ethics of conduct approval

Approval of Denise Ennis and Anna Garcia hiring

Charter review – at the July meeting, we'll start going through the charter (Kelly will bring suggested changes to measurable outcomes); transitional kindergarten will be discussed during the charter amendment discussions

2012-2013 priorities list – at the July meeting, we'll talk about the board priorities list for additional fundraising dollars

N. FUTURE MEETING DATES

Next board meeting is Tuesday, June 26.

July board meeting is currently set for Tuesday, July 10.

O. ADJOURNMENT

10:38 p.m.

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, June 26, 2012

J. OPENING

Time: 6:30 pm

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

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

Absent: Carolyn DiGiuseppi

B. APPROVAL- Agenda/Additions

Parent policy tabled until future meeting.

Site committee report added.

C. APPROVAL- Minutes from May 8 meeting

Site committee meets May 29 rather than Mary 29.

Motion to approve minutes as corrected: Tim S:Julie A:5 N:0

D. PUBLIC COMMENT

None.

E. DIRECTOR'S REPORT

Admin is spending time on budget and interviewing assistant candidates.

F. NEW BUSINESS

1. Approval of 2012-2013 Budget and multi-year budget projections through 2015-2016

Wendy went over the budget and budget narrative. The budget was prepared with numbers based on Governor Brown's tax initiative's not passing, which would mean we would get \$72,000 less from the state. Even in this worst case scenario, our loss for the year is projected to be only \$22K, and we have a large fund balance (savings), so we will still have \$231K at the end of the year - AFTER the state has paid us all the money owed from our 2012-2013 block grant. Cutting the number of days in the school year and cutting salaries were considered to reduce the \$22K deficit, but they were dismissed for the time being as they are antithetical to our school's mission and philosophy.

That said, the state is planning to defer a great deal of money to all schools if the tax initiative doesn't pass, and our cash flow will be low by the end of year because of this. To keep the deficit low despite the missing \$72,000 from the state, the assistant hours are being cut by a small percentage, though we are adding one new teaching assistant for the new classroom, and PE assistants are being eliminated (instruction will be given by classroom certificated teachers).

Further, mid-year cuts will be needed if the tax initiative doesn't pass to ensure cash flow doesn't go too low in June. A contingency plan for low cash flow will be discussed as numbers from the state become clearer.

The money being requested from the River Montessori Foundation, which comes from the parent sustainers, other donations, and fundraising events, is \$75,000 this year. Last year RMF met their commitment to the general budget.

Motion to approve 2012-2013 budget adoption report: Ginny S:Julie A:5 N:0

2. Approval of Workers' Compensation Bid Order- 2012-2013 contract with New York Marine and General Insurance Company

Workers' comp quote is \$11,506, at the same rate as we paid last year.

Motion to approve WC bid order: Tim S:Beth A:5 N:0

3. Approval of Commercial Liability Insurance Bind Order- 2012-2013 Contract with Philadelphia Insurance

Total cost of policy is \$9,679. No changes to policy from last year. Broker said this was still the best option.

Motion to approve WC bind order: Julie S:Ginny A:5 N:0

4. Special Board Meeting September 18, 2012- Potential Impact of November Initiative

Community budget discussion will be held to advise parents and community of the significance of the Governor Brown's tax initiative and how it affects our budget.

5. 2012-2013 Spending priority list to Foundation approved by Finance Committee

This is a priority list for monies to be spent after River Montessori Foundation fulfills its annual commitment to the school's general budget. The board wishes to continue its priority list from last year: teachers' assistants, physical education, and the music program.

Motion to approve priority list: Beth S: Julie A:5 N:0

G. OLD BUSINESS

1. Discussion and Action- Approval of the new hires: Denise Ennis and Anna Garcia

References were checked and they are proving to be assets to the school.

Motion to approve Denise Ennis and Anna Garcia: Julie S: Ginny A:5 N:0

H. CONSENT ITEMS

1. Approval of final 2011-2012 Budget Transfers

Motion to approve budget transfers: Tim S: Norman A:5 N:0

Site committee report: Our lease expires at end of June 30, 2014. Committee is not looking at buying the school as a serious option as it would be virtually impossible. There's a potential buyer for the building who is also in the educational field who anticipates our staying and are expecting our income, but it is in very early stages of negotiation. So one option is to continue to stay here either with the current owner or the new owner if the building is sold. There is also still space available at Bernard Eldridge, which is likely to be slightly cheaper than or current rent, so that is still another option. There is better outdoor space at BE and more potential for some expansion. Will be meeting with superintendent of BE soon. Site committee will be meeting again in three months.

J. CLOSED SESSION

1. Director's Annual Performance Evaluation

The board reviewed and discussed Kelly's annual review.

J. FUTURE MEETING DATES

Board meeting: July 10, 2012

August 15, 2012, 8:30 finance mtg and community budget planning meeting

Sept 14, 2012, 8:30 finance mtg and community budget planning meeting

K. ADJOURNMENT

Posting budget on website?

Letter to RMF requesting monies and priority list

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, July 10, 2012

K. OPENING

Time: 6:30 pm

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

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

B. APPROVAL- Agenda/Additions

Site [facilities] committee report added to agenda.

C. APPROVAL- Minutes from June 26 meeting

Date needs to be updated from May meeting.

Motion to approve minutes as corrected: Tim S:Julie A:5 N:0

D. PUBLIC COMMENT

None.

E. DIRECTOR'S REPORT

The physical space is being adjusted to accommodate another classroom; everything is coming along on time and at or under budget.

Enrollment is where we had hoped.

The new teacher slated for upper el decided to move so she will not be taking the position.

Kelly has hired an upper el teacher with more experience and the staff is very excited to have her.

F. BOARD TRAINING

The board discussed "Building the Foundation for an Effective Charter School Board."

G. CREATE BOARD PRIORITIES LIST

The Board discussed the work to be done this school year and came up with the following list.

2012-2013 Strategic Priorities

1. Charter renewal We need to submit the new charter application in one year, hopefully in July 2013.

1a. Refine/revise charter to change measurable outcomes and other small refinements such as delegation of hiring and removal of irrelevancies (and possibly add kindergarten in consultation with CDE, depending on kindergarten decision)

1b. Decision on kindergarten

1c. Plan for charter renewal application

2. Initiation of fund development

3. Board development: recruitment of new board members

4. Creation of new, and strengthening existing, board committees

5. Site facilities planning

Continuing Efforts

1. Board training (including a Montessori session)

2. Cultivating public relationships

2a. Family relations

2b. Community relations (including Petaluma, teachers unions, media)

2c. State and local relations

2d. Montessori community relations

2e. Supporting & defending public education

H. BOARD PLANNING

Meetings start at 6:30 pm promptly and end by 9:30 pm. Any closed sessions will be held at 6:00-6:30, to be followed immediately by a report, at the beginning of the open meeting, on the results of the closed session.

Tim will head up the nominating [board development] committee to try to find a new board member. Carolynn will be on the nominating [board development] committee.

G. OLD BUSINESS

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

Motion to approve BOD Code of Conduct as amended: Carolynn S: Beth A:5 N:0

Motion to approve Leadership Code as amended: Carolynn S: Julie A:5 N:0

Board members will send comments on the code of community conduct to Ginny, to be revised and approved at a later date.

H. CONSENT ITEMS

None.

I. SITE [FACILITIES] COMMITTEE REPORT

Tim: The city planning department approved our amended site plan to have up to 190 students without requiring a new traffic study.

J. NEXT MEETING DATES

The following dates are tentative. Note not all meetings are on Tuesdays.

Tuesday August 14

Tuesday September 11

Tuesday October 16

Tuesday November 13

Tuesday December 11

Saturday January 26 Board Retreat

Tuesday February 12

Tuesday March 12

Tuesday April 9

Tuesday May 14

Wednesday June 26

K. ADJOURNMENT

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, August 14, 2012

A. OPENING

Time: 6:30 pm

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

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

B. APPROVAL- Agenda/Additions

C. APPROVAL- Minutes from July 10 meeting

One word added.

Motion to approve minutes as corrected: Carolynn S: Ginny A:5 N:0

D. PUBLIC COMMENT

None.

E. DIRECTOR'S REPORT

a. WASC update: We got our initial approval from WASC. Will now be working on collection of qualitative data during "self-study" period.

b. Operations update: Setting up end-of-year, post-year data collection

Working on improving attendance.

Going over charter and MOUs with eye toward revising.

Went over Montessori explanation in a nutshell.

G. NEW BUSINESS

1. Discussion and Action- Approval of New Hires

- 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

Motion to approve new hires: Ginny S: Tim A:5 N:0

2. Discussion and Action- Charter Renewal

Tabled due to delay in setting up meeting with Stephen Work.

3. Discussion and Action- Board Development

Adding a Founding Member to the Board of Directors

Nominating committee will approach prior founding members who may be interested; if not, committee may invite them to be on a charter renewal committee.
Nominating committee now to be called the board development committee.

4. Discussion and Action- Board Priorities

How to move forward addressing defined board priorities will be a standing agenda item from now on and will refer to the 2012-2013 Strategic Priorities List that's included in the July 10, 2012 minutes.

Board discussed the rechartering process, facilities, kindergarten decision; Kelly will begin discussions with staff regarding kindergarten scenarios.

Ginny would like to form a committee for fund development.

Kelly had a discussion with Katie from PEF about applying for grants; PEF wants all grants to go through administration.

H. OLD BUSINESS

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

Discussion of and corrections to proposed Code of Conduct

Motion to approve Code of Conduct, as corrected M: Norman S: Carolyn

A:6 N:0

I. CONSENT ITEMS

None.

J. COMMITTEE REPORTS/UPDATES

1. Finance- Tim

No meeting update because finance mtg hasn't happened.

Next finance meeting is Aug 22 at 8:30.

2. Foundation- Lisa

Sustainer initiative being changed to Bridge the Gap Campaign

Earned \$1,400 at Rivertown Revival doing parking—thanks to the parkers.

Lisa will speak at 9/18 community budget meeting about bridging the gap.

3. Facilities Committee- Christina

The committee will be meeting in the next month and will have a report after that on options the committee is considering as the school's needs develop.

4. Outreach Committee- Ginny

Nothing to report.

5. Board Development Committee- Tim

The committee in charge of nominating new board members and arranging the election of parent members will be meeting in the next month, date TBA.

K. FUTURE AGENDA ITEMS

Board training for Sept 11 meeting: Chapter 2, Recruitment

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

M. ADJOURNMENT 8:45

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, September 11, 2012

A. OPENING

Time: 6:30 pm

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

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

Absent: Carolynn DiGiuseppi

Guests: Mary Tighe

B. APPROVAL- Agenda/Additions

None.

C. APPROVAL- Minutes from August 14 meeting

Motion to approve minutes as corrected: Julie S: Norman A:5 N:0

D. PUBLIC COMMENT

None.

E. BOARD TRAINING

Board members discussed chapter about finding and training new board members. Julie is developing a board packet with more information for potential and new board members.

F. DIRECTOR'S REPORT

a. WASC update: RMCS has been fully accredited by WASC through 2015, which happened much more quickly than we thought.

b. Strategic plan update: CSDC has a "charter renewal preparation tasks and progress timeline" worksheet/checklist that Kelly would like us to fill out with specific dates for deadlines for her tasks.

G. NEW BUSINESS

1. Discussion and Action: Increase in State Funding Deferrals

Tim explained how the state defers money owed to schools throughout year. This year, a trailer bill attached to state budget defers a significant percentage of state funds from fall and winter to be paid in June and July 2013. Our in lieu property tax funding from county will help stabilize cash flow, which is okay through December. Wendy is working with the Charter Division to defer portions of our annual \$50,000 principal payment on charter loan from October on and we have several promising options to help the situation.

2. Discussion and Action: 2011-2012 Unaudited Actuals

There was a short discussion of the unaudited actuals.

Motion to approve: Julie S:Norman A:5 N:0

3. Discussion and Action: Charter Renewal

Kelly and Julie spoke with Stephen Work by phone. He highly recommends rewriting charter to update and refine for the charter renewal.

But we shouldn't update the measurable outcomes or add kindergarten before the 5-year renewal.

We don't need to start a transitional K like other schools because we don't have a K. So we don't need to make a decision on kindergarten right away. The charter division is ok with our not doing a K because of the Montessori preschool/K philosophy but would want us to do a trans K if we do a K.

We will rewrite the charter including measurable outcomes for the renewal application. Kelly will go through checklist and see who (committee, board members, staff) can take pieces of the charter renewal project.

3. Discussion and Action- Fund Development

Grant requests from parents and RMF will go through Ginny's fund development committee. Committee will work with Kelly to decide which grants are appropriate and which are priorities.

4. Discussion and Action- Board Priorities from July 10, 2012 minutes

Re: Informing parents about school issues, the board will begin to discuss what we're working on in the monthly newsletter. Ginny has offered to write it.

I. CONSENT ITEMS

None.

J. COMMITTEE REPORTS/UPDATES

1. Finance- Tim

A community budget discussion meeting will be held next Tuesday, September 18 to discuss the basics of charter school financing and the educational initiatives on the November ballot and their long-term benefits to education.

Next finance meeting is September 15 at 8:30.

2. Foundation- Lisa

The Bridge the Gap campaign is doing well; we have 65 families signed up so far, all of whom will get a calendar magnet listing all important dates.

3. Board Development Committee- Tim

Parent board member nomination and election coming up. We will be sending a letter with a job description and nomination and voting procedures. Nominations are due by 5:00 on Wednesday September 19. Note that one can nomination oneself or another parent.

K. FUTURE AGENDA ITEMS

Board training for Oct meeting: Chapter 3, Orientation and Training of Board
Discussion
Kindergarten discussion

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

Note this is not the second Tuesday of the month, due to the fall school break.

M. ADJOURNMENT 8:45

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, October 16, 2012

A. OPENING

Time: 6:30 pm

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

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

Absent: Carolynn DiGiuseppi

Guests: Jean Hicks, Deanna Peake, Wendy Ross, Kelly Mannion

B. APPROVAL- Agenda/Additions

Moving H2 to E1

Approve addition to agenda to discuss student safety. M: Ginny **S:** Norman **A:**4 **N:**0 (Tim absent)

C. APPROVAL- Minutes of September 11, 2012

Motion to approve minutes. M: Ginny **S:** Tim **A:**5 **N:**0

D. Board Training

Ginny reviewed Chapter 3- Orientation and Training of Board Directors, and shared ideas, such as having new board members meet with the director and giving them all bylaws and policies before their first board meeting.

E. DIRECTOR'S REPORT

a. WASC Update: Received WASC accreditation without a full study.

b. Strategic Plan Update- We need to develop a team to work on the charter renewal, made up of admin, staff, board, and a handful of parents. Oversight will fall to Kelly. Tim will be on the committee as a prior founding board member, Julie as the representative from the board, and Beth will be available for specific legal research.

F. Business

1. Introduction of New Parent Board Member

Milagros Ott won the election and will attend the next board meeting.

The board and Kelly proudly thank Tim for his six-year commitment to River, without which the school couldn't have happened.

2. Discussion and Action- Benefits Update-

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

There was originally a \$540 per month cap on employee-only premiums for medical, dental and vision per benefit-eligible employee. Wendy proposes switching from Kaiser Permanente HMO to PPO with Anthem Blue Cross, expanding Section 125 cafeteria plan and adding flexible spending accounts (FSAs) and individual savings accounts (IND). FSAs are for employee contributions only and the IND allows cash in lieu of benefits by employer contribution. River will pay 100% of employee-only medical, dental & health premiums.

Motion to approve corporate resolution amending benefit package.

M: Julie **S:** Ginny **A:**4 **N:**0 Norman abstained.

3. Discussion and Action- Charter Renewal

Mostly discussed during Kelly's discussion, but board and guests briefly discussed advantages of having a kindergarten within River. Ideas that were discussed were the advantages that incoming first graders have when they've been to Montessori kindergarten, combining a kindergarten with head start to serve disadvantaged; having a smaller program to allow some first graders to come in from the private Montessori preschools in our community and from the community. We will discuss this further at the January retreat.

4. Discussion and Action- Fund Development

Kelly has not yet drafted the new grant request form.

5. Discussion and Action- Board Priorities

We discussed inviting parents to join board committees and the monthly newsletter update to parents. The board would like to involve parents more in our operations and work.

6. Discussion and Action- Board Development

We need a chairperson for Board Development committee. Finding a new board member can be a year-long process.

Nomination packets are in school office for potential members.

I. CONSENT ITEMS

None.

J. COMMITTEE REPORTS/UPDATES

1. Finance- Julie

a. Cash Flow Update

In holding pattern until November election and Prop 30 outcome.

b. Recap of 9/18/12 Community meeting

Great meeting, low attendance

2. Foundation

Cancelled

3. Facilities Committee- Christina

Cancelled

4. Outreach Committee- Ginny –

Ginny will talk with Kelly and new board member about sitting down to start it.

K. Field trip safety: Board discussed an incident regarding parent volunteers and student safety on field trips and agreed administration had the authority to handle the matter.

L. FUTURE AGENDA ITEMS

Offsite Field Trip approval

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

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, November 13, 2012

A. OPENING

Time: 6:30 pm

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

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

Guests: Julie Peterson, Kelly Mannion, Wendy Ross

B. APPROVAL Agenda/Additions

Move foundation report to beginning.

C. APPROVAL- Minutes of October 16, 2012 Meeting

One item was inadvertently left off the minutes; approval tabled until December meeting

D. Foundation committee report:

RMF has about 50% participation in the bridge the gap program, but RMF is still making its informal commitment of giving at least \$5,000 per month to the school.

Spring event: RMF is planning a spring event to bring in \$10,000, but won't do the golf event this year. RMF is considering a lucky duck race with rubber ducks in the river at a carnival-like event, with a silent action.

Next foundation meeting is Monday, November 26, 2012

F. Board Training-Beth

Beth lead a discussion of Chapter 4- Board Decision-Making and Meetings.

G. DIRECTOR'S REPORT

Special ed. full inclusion workshop went well.

Bilingual program moving to Bernard Eldridge, so the site is probably no longer an option

Kelly is arranging a meeting with Lisa Corr regarding legal aspects of charter

renewal process. (Our charter school law firm has become Young, Minney, Corr rather than Middleton, Young & Minney.)

H. BOARD BUSINESS

1. Introduction of New Parent Board Member, Milagros Ott

The board welcomed Milagros Ott, is a busy mom with three children. Lucas is here at River, and she is Executive Director of a preschool in Santa Rosa.

2. Discussion and Action- New Community Board Member

The board discussed the appointment of a new community board member, Julie Peterson.

Motion to approve Julie Petersen as new community board member M:

Beth S: Ginny A:5 N:0

3. Discussion and Action- Board Positions

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

For the time being, slate proposed with:

Julie as President and Treasurer

Beth as Secretary

M: Ginny S: Norman A:6 N:0

4. Discussion and Action- Field Trip Approvals

a. Guided Discoveries: Astrocamp (6th year students) May 15-17

Students fly to Ontario, have classes immersed in space classes, creating rockets, experiencing weightlessness, working with atmospheric gases, using professional telescopes, night hiking

b. NatureBridge (4th Year Students)- Science camp in Marin headlands exploring flora and fauna May 22-24

Students will be fundraising for both trips through pasta and burrito lunches and other events.

Information on 5th grade field trip to gold country still to come.

Motion to approve 4th grade field trips M: Beth S: Ginny A:6 N:0

Motion to approve 6th grade field trips M: Milagros S: Julie A:6 N:0

5. Discussion and Action- Disruptive Parent Policy

a. Approval of the new school policy

A draft of the new policy has been created; a further draft will be brought to the December meeting.

I. ONGOING DISCUSSIONS OF BOARD PRIORITIES

1. Discussion and Action- Charter Renewal

- Kelly will talk to Beryl about strategies
- Kelly will set up meeting with Lisa Corr re legal
- Kelly added a note to newsletter regarding setting up a charter renewal committee but didn't get any feedback or offers of help

2. Discussion and Action- Fund Development

Ginny is looking into online crowdfunding for River through Indiegogo or Kickstarter or Fundlee to meet a fundraising goal; River would have to create a video and have perks/premiums to give away for certain donation amounts. Ginny would be careful not to ask our parent base for donations that would take away from the Bridge the Gap program. Ginny will investigate further.

3. Discussion and Action- Board Priorities

- a. Monthly update to parents
Beth will send an update this month for foundation and school newsletter
- b. Retreat- January 26, 2013
Board discussed the agenda for the retreat.

4. Discussion and Action- Board Development

- a. Julie is still looking for a chairperson for Board Development committee, a year-long process.

K. COMMITTEE REPORTS/UPDATES

1. Finance- Julie

a. Passing of Prop 30/ budget

Prop 30 passed!! But we won't see the revenue until spring and summer of 2013. The next finance committee will be discussing the details of cash flow and this year's budget.

b. Future Finance Committee Meetings:

- 12/4/12- 6:00 pm
- 3/5/13- 5:00 pm
- 6/11/13- 6:00 pm

2. Outreach Committee

Milagros will head up outreach committee and will start a conversation with Kelly.

L. FUTURE AGENDA ITEMS

Retreat agenda

Wendy will present financials: audit report and first interim report

M. FUTURE MEETING DATES:

December 11, 2012- 6:30 PM

N. ADJOURNMENT

8:35 pm

River Montessori Charter School BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, December 11, 2012

A. OPENING

Time: 6:30 pm

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

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

Guests: Kelly Mannion, Wendy Ross

B. APPROVAL Agenda/Additions

C. APPROVAL- Minutes of 10/16/2012 and 11/13/12 meetings Minutes approved.

D. Board Training

Norman lead a discussion of The Board's Role in Strategic Thinking and Planning. The board also discussed development of a full strategic plan.

E. DIRECTOR'S REPORT

Kelly has arranged a meeting with Lisa Corr regarding legal aspects of charter renewal process for January 9. The CDE visit is January 10.

Regarding the website, there is no response from the organization who took the domain name. The website will be launched on our new domain name, rivermontessoricharter.org, within a week.

Dawn Manley has resigned for personal reasons.

Denise Ennis will increase her hours to 40 hours to cover the workload.

The prospective parent meeting had low attendance numbers compared to the number of RSVPs. For future meetings, Julie Peterson offered to call those who RSVP'ed with a reminder the day before the meeting.

F. BOARD BUSINESS

1. Discussion and Action- Field Trip Approval of 5th grade field trip

This trip meets up with the 5th grade curriculum subject of California history. The students will take a bus to Sacramento-area gold country and stay one night.

Wendy has now added field trip donations and outflows to the budget and cash flow since they have become financially material.

Motion to approve: Milagros S: Norman A:6 N:0

2. Discussion - Disruptive Parent Policy

Kelly's draft will be brought to our attorneys in January; first reading will be at the February board meeting.

3. Discussion and Action-First Interim Board Report

Wendy read through the narrative of the first interim report. The board discussed the state's additional deferrals of funding to July and August of 2013, which makes River's cash flow very tight in December and January.

Motion to approve: Julie S: Ginny A:6 N:0

4. Discussion-Board Training

Tentative dates:

On the afternoon of January 9, some board members will meet with Carolyn Pfister from the Charter Division of CDE.

On January 9, at 6 pm Kelly, Beth, and Julie will meet with attorney Lisa Corr to discuss the charter renewal, followed by a training for the full board on the Brown Act and effective board governance.

5. Discussion-Board Retreat

The annual board retreat will be held on January 26 from 8 to 4:30 at Ginny Hautau's office in downtown Petaluma. This will be an open meeting and the public is welcome to attend. The board reviewed the agenda for the retreat.

6. Discussion-Board Contact Information

Julie is gathering board members' contact information and will type it up.

G. ONGOING DISCUSSIONS OF BOARD PRIORITIES

1. Discussion and Action- Charter Renewal

Kelly is reviewing and refining the charter elements having to do with curriculum, assessment, and measurement outcomes to reflect growing trends around AYP.

2. Discussion and Action- Fund Development

No update.

3. Discussion and Action- Board Development

Julie Peterson will head up the board development committee and will write and submit her bio for the parent newsletter.

H. COMMITTEE REPORTS/UPDATES

1. Finance- Julie

The finance committee had a cash flow discussion and noted the importance of frequent foundation contributions.

Future Finance Committee Meetings:

3/5/13- 5:00 pm

6/11/13- 6:00 pm

2. Facilities Committee

Ginny and Christina will have a preliminary discussion on Thursday.

L. FUTURE AGENDA ITEMS

Disruptive parent policy-February

Audit report approval-February

M. FUTURE MEETING DATES:

January 26 – retreat

February 12 – board meeting

N. ADJOURNMENT

9:00 pm

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, July 10, 2012

A. OPENING

Time: 6:30 pm

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

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

B. APPROVAL- Agenda/Additions

Site [facilities] committee report added to agenda.

C. APPROVAL- Minutes from June 26 meeting

Date needs to be updated from May meeting.

Motion to approve minutes as corrected: Tim S:Julie A:5 N:0

D. PUBLIC COMMENT

None.

E. DIRECTOR'S REPORT

The physical space is being adjusted to accommodate another classroom; everything is coming along on time and at or under budget.

Enrollment is where we had hoped.

The new teacher slated for upper el decided to move so she will not be taking the position. Kelly has hired an upper el teacher with more experience and the staff is very excited to have her.

F. BOARD TRAINING

The board discussed "Building the Foundation for an Effective Charter School Board."

G. CREATE BOARD PRIORITIES LIST

The Board discussed the work to be done this school year and came up with the following list.

2012-2013 Strategic Priorities

1. Charter renewal We need to submit the new charter application in one year, hopefully in July 2013.

1a. Refine/revise charter to change measurable outcomes and other small refinements such as delegation of hiring and removal of irrelevancies (and possibly add kindergarten in consultation with CDE, depending on kindergarten decision)

- 1b. Decision on kindergarten
- 1c. Plan for charter renewal application
2. Initiation of fund development
3. Board development: recruitment of new board members
4. Creation of new, and strengthening existing, board committees
5. Site facilities planning

Continuing Efforts

1. Board training (including a Montessori session)
2. Cultivating public relationships
 - 2a. Family relations
 - 2b. Community relations (including Petaluma, teachers unions, media)
 - 2c. State and local relations
 - 2d. Montessori community relations
 - 2e. Supporting & defending public education

H. BOARD PLANNING

Meetings start at 6:30 pm promptly and end by 9:30 pm. Any closed sessions will be held at 6:00-6:30, to be followed immediately by a report, at the beginning of the open meeting, on the results of the closed session.

Tim will head up the nominating [board development] committee to try to find a new board member.Carolynn will be on the nominating [board development] committee.

G. OLD BUSINESS

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

Motion to approve BOD Code of Conduct as amended: Carolynn S: Beth A:5 N:0

Motion to approve Leadership Code as amended: Carolynn S: Julie A:5 N:0

Board members will send comments on the code of community conduct to Ginny, to be revised and approved at a later date.

H. CONSENT ITEMS

None.

I. SITE [FACILITIES] COMMITTEE REPORT

Tim: The city planning department approved our amended site plan to have up to 190 students without requiring a new traffic study.

J. NEXT MEETING DATES

The following dates are tentative. Note not all meetings are on Tuesdays.

Tuesday August 14

Tuesday September 11

Tuesday October 16

Tuesday November 13

Tuesday December 11

Saturday January 26 Board Retreat

Tuesday February 12

Tuesday March 12

Tuesday April 9

Tuesday May 14

Wednesday June 26

K. ADJOURNMENT

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, August 14, 2012

A. OPENING

Time: 6:30 pm

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

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

B. APPROVAL- Agenda/Additions

C. APPROVAL- Minutes from July 10 meeting

One word added.

Motion to approve minutes as corrected: Carolynn S: Ginny A:5 N:0

D. PUBLIC COMMENT

None.

E. DIRECTOR'S REPORT

a. WASC update: We got our initial approval from WASC. Will now be working on collection of qualitative data during "self-study" period.

b. Operations update: Setting up end-of-year, post-year data collection

Working on improving attendance.

Going over charter and MOUs with eye toward revising.

Went over Montessori explanation in a nutshell.

G. NEW BUSINESS

1. Discussion and Action- Approval of New Hires

- 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

Motion to approve new hires: Ginny S: Tim A:5 N:0

2. Discussion and Action- Charter Renewal

Tabled due to delay in setting up meeting with Stephen Work.

3. Discussion and Action- Board Development

Adding a Founding Member to the Board of Directors

Nominating committee will approach prior founding members who may be interested; if not, committee may invite them to be on a charter renewal committee. Nominating committee now to be called the board development committee.

4. Discussion and Action- Board Priorities

How to move forward addressing defined board priorities will be a standing agenda item from now on and will refer to the 2012-2013 Strategic Priorities List that's included in the July 10, 2012 minutes.

Board discussed the rechartering process, facilities, kindergarten decision; Kelly will begin discussions with staff regarding kindergarten scenarios.

Ginny would like to form a committee for fund development.

Kelly had a discussion with Katie from PEF about applying for grants; PEF wants all grants to go through administration.

H. OLD BUSINESS

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

Discussion of and corrections to proposed Code of Conduct

Motion to approve Code of Conduct, as corrected M: Norman S: Carolyn

A:6 N:0

I. CONSENT ITEMS

None.

J. COMMITTEE REPORTS/UPDATES

1. Finance- Tim

No meeting update because finance mtg hasn't happened.

Next finance meeting is Aug 22 at 8:30.

2. Foundation- Lisa

Sustainer initiative being changed to Bridge the Gap Campaign

Earned \$1,400 at Rivertown Revival doing parking—thanks to the parkers.

Lisa will speak at 9/18 community budget meeting about bridging the gap.

3. Facilities Committee- Christina

The committee will be meeting in the next month and will have a report after that on options the committee is considering as the school's needs develop.

4. Outreach Committee- Ginny

Nothing to report.

5. Board Development Committee- Tim

The committee in charge of nominating new board members and arranging the election of parent members will be meeting in the next month, date TBA.

K. FUTURE AGENDA ITEMS

Board training for Sept 11 meeting: Chapter 2, Recruitment

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

M. ADJOURNMENT 8:45

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, September 11, 2012

A. OPENING

Time: 6:30 pm

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

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

Absent: Carolynn DiGiuseppi

Guests: Mary Tighe

B. APPROVAL- Agenda/Additions

None.

C. APPROVAL- Minutes from August 14 meeting

Motion to approve minutes as corrected: Julie S: Norman A:5 N:0

D. PUBLIC COMMENT

None.

E. BOARD TRAINING

Board members discussed chapter about finding and training new board members. Julie is developing a board packet with more information for potential and new board members.

F. DIRECTOR'S REPORT

a. WASC update: RMCS has been fully accredited by WASC through 2015, which happened much more quickly than we thought.

b. Strategic plan update: CSDC has a "charter renewal preparation tasks and progress timeline" worksheet/checklist that Kelly would like us to fill out with specific dates for deadlines for her tasks.

G. NEW BUSINESS

1. Discussion and Action: Increase in State Funding Deferrals

Tim explained how the state defers money owed to schools throughout year. This year, a trailer bill attached to state budget defers a significant percentage of state funds from fall and winter to be paid in June and July 2013. Our in lieu property tax funding from county will help stabilize cash flow, which is okay through December. Wendy is working with the Charter Division to defer portions of our annual \$50,000 principal payment on charter loan from October on and we have several promising options to help the situation.

2. Discussion and Action: 2011-2012 Unaudited Actuals

There was a short discussion of the unaudited actuals.

Motion to approve: Julie S:Norman A:5 N:0

3. Discussion and Action: Charter Renewal

Kelly and Julie spoke with Stephen Work by phone. He highly recommends rewriting charter to update and refine for the charter renewal.

But we shouldn't update the measurable outcomes or add kindergarten before the 5-year renewal.

We don't need to start a transitional K like other schools because we don't have a K. So we don't need to make a decision on kindergarten right away. The charter division is ok with our not doing a K because of the Montessori preschool/K philosophy but would want us to do a trans K if we do a K.

We will rewrite the charter including measurable outcomes for the renewal application. Kelly will go through checklist and see who (committee, board members, staff) can take pieces of the charter renewal project.

3. Discussion and Action- Fund Development

Grant requests from parents and RMF will go through Ginny's fund development committee. Committee will work with Kelly to decide which grants are appropriate and which are priorities.

4. Discussion and Action- Board Priorities from July 10, 2012 minutes

Re: Informing parents about school issues, the board will begin to discuss what we're working on in the monthly newsletter. Ginny has offered to write it.

I. CONSENT ITEMS

None.

J. COMMITTEE REPORTS/UPDATES

1. Finance- Tim

A community budget discussion meeting will be held next Tuesday, September 18 to discuss the basics of charter school financing and the educational initiatives on the November ballot and their long-term benefits to education.

Next finance meeting is September 15 at 8:30.

2. Foundation- Lisa

The Bridge the Gap campaign is doing well; we have 65 families signed up so far, all of whom will get a calendar magnet listing all important dates.

3. Board Development Committee- Tim

Parent board member nomination and election coming up. We will be sending a letter with a job description and nomination and voting procedures. Nominations are due by 5:00 on Wednesday September 19. Note that one can nominate oneself or another parent.

K. FUTURE AGENDA ITEMS

Board training for Oct meeting: Chapter 3, Orientation and Training of Board
Discussion
Kindergarten discussion

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

Note this is not the second Tuesday of the month, due to the fall school break.

M. ADJOURNMENT 8:45

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, October 16, 2012

A. OPENING

Time: 6:30 pm

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

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

Absent: Carolynn DiGiuseppi

Guests: Jean Hicks, Deanna Peake, Wendy Ross, Kelly Mannion

B. APPROVAL- Agenda/Additions

Moving H2 to E1

Approve addition to agenda to discuss student safety. M: Ginny **S:** Norman **A:**4 **N:**0 (Tim absent)

C. APPROVAL- Minutes of September 11, 2012

Motion to approve minutes. M: Ginny **S:** Tim **A:**5 **N:**0

D. Board Training

Ginny reviewed Chapter 3- Orientation and Training of Board Directors, and shared ideas, such as having new board members meet with the director and giving them all bylaws and policies before their first board meeting.

E. DIRECTOR'S REPORT

a. WASC Update: Received WASC accreditation without a full study.

b. Strategic Plan Update- We need to develop a team to work on the charter renewal, made up of admin, staff, board, and a handful of parents. Oversight will fall to Kelly. Tim will be on the committee as a prior founding board member, Julie as the representative from the board, and Beth will be available for specific legal research.

F. Business

1. Introduction of New Parent Board Member

Milagros Ott won the election and will attend the next board meeting.

The board and Kelly proudly thank Tim for his six-year commitment to River, without which the school couldn't have happened.

2. Discussion and Action- Benefits Update-

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

There was originally a \$540 per month cap on employee-only premiums for medical, dental and vision per benefit-eligible employee. Wendy proposes switching from Kaiser Permanente HMO to PPO with Anthem Blue Cross, expanding Section 125 cafeteria plan and adding flexible spending accounts (FSAs) and individual savings accounts (IND). FSAs are for employee contributions only and the IND allows cash in lieu of benefits by employer contribution. River will pay 100% of employee-only medical, dental & health premiums.

Motion to approve corporate resolution amending benefit package.

M: Julie **S:** Ginny **A:**4 **N:**0 Norman abstained.

3. Discussion and Action- Charter Renewal

Mostly discussed during Kelly's discussion, but board and guests briefly discussed advantages of having a kindergarten within River. Ideas that were discussed were the advantages that incoming first graders have when they've been to Montessori kindergarten, combining a kindergarten with head start to serve disadvantaged; having a smaller program to allow some first graders to come in from the private Montessori preschools in our community and from the community. We will discuss this further at the January retreat.

4. Discussion and Action- Fund Development

Kelly has not yet drafted the new grant request form.

5. Discussion and Action- Board Priorities

We discussed inviting parents to join board committees and the monthly newsletter update to parents. The board would like to involve parents more in our operations and work.

6. Discussion and Action- Board Development

We need a chairperson for Board Development committee. Finding a new board member can be a year-long process.

Nomination packets are in school office for potential members.

I. CONSENT ITEMS

None.

J. COMMITTEE REPORTS/UPDATES

1. Finance- Julie

a. Cash Flow Update

In holding pattern until November election and Prop 30 outcome.

b. Recap of 9/18/12 Community meeting

Great meeting, low attendance

2. Foundation

Cancelled

3. Facilities Committee- Christina

Cancelled

4. Outreach Committee- Ginny –

Ginny will talk with Kelly and new board member about sitting down to start it.

K. Field trip safety: Board discussed an incident regarding parent volunteers and student safety on field trips and agreed administration had the authority to handle the matter.

L. FUTURE AGENDA ITEMS

Offsite Field Trip approval

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

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, November 13, 2012

A. OPENING

Time: 6:30 pm

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

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

Guests: Julie Peterson, Kelly Mannion, Wendy Ross

B. APPROVAL Agenda/Additions

Move foundation report to beginning.

C. APPROVAL- Minutes of October 16, 2012 Meeting

One item was inadvertently left off the minutes; approval tabled until December meeting

D. Foundation committee report:

RMF has about 50% participation in the bridge the gap program, but RMF is still making its informal commitment of giving at least \$5,000 per month to the school.

Spring event: RMF is planning a spring event to bring in \$10,000, but won't do the golf event this year. RMF is considering a lucky duck race with rubber ducks in the river at a carnival-like event, with a silent action.

Next foundation meeting is Monday, November 26, 2012

F. Board Training-Beth

Beth lead a discussion of Chapter 4- Board Decision-Making and Meetings.

G. DIRECTOR'S REPORT

Special ed. full inclusion workshop went well.

Bilingual program moving to Bernard Eldridge, so the site is probably no longer an option

Kelly is arranging a meeting with Lisa Corr regarding legal aspects of charter

renewal process. (Our charter school law firm has become Young, Minney, Corr rather than Middleton, Young & Minney.)

H. BOARD BUSINESS

1. Introduction of New Parent Board Member, Milagros Ott

The board welcomed Milagros Ott, is a busy mom with three children. Lucas is here at River, and she is Executive Director of a preschool in Santa Rosa.

2. Discussion and Action- New Community Board Member

The board discussed the appointment of a new community board member, Julie Peterson.

Motion to approve Julie Petersen as new community board member M:

Beth S: Ginny A:5 N:0

3. Discussion and Action- Board Positions

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

For the time being, slate proposed with:

Julie as President and Treasurer

Beth as Secretary

M: Ginny S: Norman A:6 N:0

4. Discussion and Action- Field Trip Approvals

a. Guided Discoveries: Astrocamp (6th year students) May 15-17
Students fly to Ontario, have classes immersed in space classes, creating rockets, experiencing weightlessness, working with atmospheric gases, using professional telescopes, night hiking

b. NatureBridge (4th Year Students)- Science camp in Marin headlands exploring flora and fauna May 22-24

Students will be fundraising for both trips through pasta and burrito lunches and other events.

Information on 5th grade field trip to gold country still to come.

Motion to approve 4th grade field trips M: Beth S: Ginny A:6 N:0

Motion to approve 6th grade field trips M: Milagros S: Julie A:6 N:0

5. Discussion and Action- Disruptive Parent Policy

a. Approval of the new school policy

A draft of the new policy has been created; a further draft will be brought to the December meeting.

I. ONGOING DISCUSSIONS OF BOARD PRIORITIES

1. Discussion and Action- Charter Renewal

- Kelly will talk to Beryl about strategies
- Kelly will set up meeting with Lisa Corr re legal
- Kelly added a note to newsletter regarding setting up a charter renewal committee but didn't get any feedback or offers of help

2. Discussion and Action- Fund Development

Ginny is looking into online crowdfunding for River through Indiegogo or Kickstarter or Fundlee to meet a fundraising goal; River would have to create a video and have perks/premiums to give away for certain donation amounts. Ginny would be careful not to ask our parent base for donations that would take away from the Bridge the Gap program. Ginny will investigate further.

3. Discussion and Action- Board Priorities

- a. Monthly update to parents
Beth will send an update this month for foundation and school newsletter
- b. Retreat- January 26, 2013
Board discussed the agenda for the retreat.

4. Discussion and Action- Board Development

- a. Julie is still looking for a chairperson for Board Development committee, a year-long process.

K. COMMITTEE REPORTS/UPDATES

1. Finance- Julie

a. Passing of Prop 30/ budget

Prop 30 passed!! But we won't see the revenue until spring and summer of 2013. The next finance committee will be discussing the details of cash flow and this year's budget.

b. Future Finance Committee Meetings:

- 12/4/12- 6:00 pm
- 3/5/13- 5:00 pm
- 6/11/13- 6:00 pm

2. Outreach Committee

Milagros will head up outreach committee and will start a conversation with Kelly.

L. FUTURE AGENDA ITEMS

Retreat agenda

Wendy will present financials: audit report and first interim report

M. FUTURE MEETING DATES:

December 11, 2012- 6:30 PM

N. ADJOURNMENT

8:35 pm

River Montessori Charter School BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, December 11, 2012

A. OPENING

Time: 6:30 pm

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

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

Guests: Kelly Mannion, Wendy Ross

B. APPROVAL Agenda/Additions

C. APPROVAL- Minutes of 10/16/2012 and 11/13/12 meetings Minutes approved.

D. Board Training

Norman lead a discussion of The Board's Role in Strategic Thinking and Planning. The board also discussed development of a full strategic plan.

E. DIRECTOR'S REPORT

Kelly has arranged a meeting with Lisa Corr regarding legal aspects of charter renewal process for January 9. The CDE visit is January 10.

Regarding the website, there is no response from the organization who took the domain name. The website will be launched on our new domain name, rivermontessoricharter.org, within a week.

Dawn Manley has resigned for personal reasons.

Denise Ennis will increase her hours to 40 hours to cover the workload.

The prospective parent meeting had low attendance numbers compared to the number of RSVPs. For future meetings, Julie Peterson offered to call those who RSVP'ed with a reminder the day before the meeting.

F. BOARD BUSINESS

1. Discussion and Action- Field Trip Approval of 5th grade field trip

This trip meets up with the 5th grade curriculum subject of California history. The students will take a bus to Sacramento-area gold country and stay one night.

Wendy has now added field trip donations and outflows to the budget and cash flow since they have become financially material.

Motion to approve: Milagros S: Norman A:6 N:0

2. Discussion - Disruptive Parent Policy

Kelly's draft will be brought to our attorneys in January; first reading will be at the February board meeting.

3. Discussion and Action-First Interim Board Report

Wendy read through the narrative of the first interim report. The board discussed the state's additional deferrals of funding to July and August of 2013, which makes River's cash flow very tight in December and January.

Motion to approve: Julie S: Ginny A:6 N:0

4. Discussion-Board Training

Tentative dates:

On the afternoon of January 9, some board members will meet with Carolyn Pfister from the Charter Division of CDE.

On January 9, at 6 pm Kelly, Beth, and Julie will meet with attorney Lisa Corr to discuss the charter renewal, followed by a training for the full board on the Brown Act and effective board governance.

5. Discussion-Board Retreat

The annual board retreat will be held on January 26 from 8 to 4:30 at Ginny Hautau's office in downtown Petaluma. This will be an open meeting and the public is welcome to attend. The board reviewed the agenda for the retreat.

6. Discussion-Board Contact Information

Julie is gathering board members' contact information and will type it up.

G. ONGOING DISCUSSIONS OF BOARD PRIORITIES

1. Discussion and Action- Charter Renewal

Kelly is reviewing and refining the charter elements having to do with curriculum, assessment, and measurement outcomes to reflect growing trends around AYP.

2. Discussion and Action- Fund Development

No update.

3. Discussion and Action- Board Development

Julie Peterson will head up the board development committee and will write and submit her bio for the parent newsletter.

H. COMMITTEE REPORTS/UPDATES

2. Finance- Julie

The finance committee had a cash flow discussion and noted the importance of frequent foundation contributions.

Future Finance Committee Meetings:

3/5/13- 5:00 pm

6/11/13- 6:00 pm

2. Facilities Committee

Ginny and Christina will have a preliminary discussion on Thursday.

L. FUTURE AGENDA ITEMS

Disruptive parent policy-February

Audit report approval-February

M. FUTURE MEETING DATES:

January 26 – retreat

February 12 – board meeting

N. ADJOURNMENT

9:00 pm