

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.rivermontessoricharter.org.

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

SPECIAL MEETING: Thursday, September 19, 2013

A. OPENING--Time: 5:00 p.m.

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

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

B. APPROVAL- Agenda – 5 minutes

C. PUBLIC COMMENT Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the President may increase or decrease the time allowed for public comment. The Board does not respond or take action on these comments

D. BOARD BUSINESS

1. Discussion and Action- Update Conflict of Interest Code

Approve updated conflict of interest code, which was revised to a shorter version, which is the preferred model of the Fair Political Practices Commission. After approval, policy will need to be sent with a cover letter to County Board of Supervisors for review. Form 700s can now be kept on file in school office.

E. ADJOURN

Instructions for Presentations to the Board by Members of the Community

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REGULAR MEETING: Thursday, September 19, 2013

A. OPENING--Time: 4:30 p.m.

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

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

B. APPROVAL- Agenda – 5 minutes

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D. BOARD BUSINESS

1. Discussion and Action- RMCS By-Laws

Approve revised by-laws

2. Discussion and Action- Exposure Control Policy

Discuss and approve policy.

3. Discussion and Action – Discipline, Suspension, & Expulsion Policy

Discuss and update policy.

4. Discussion and Action- Charter Renewal

Review, revise and/or approve the draft the Charter Renewal Petition for submission to Old Adobe School District.

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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: Monday, September 16, 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, Tim Lohrentz, Milagros Ott, Julie Petersen, Julie Parnow

B. APPROVAL- Agenda – 5 minutes

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D. BOARD BUSINESS

1. Discussion and Action- Treasurer Position

Approve Tim Lohrentz as Treasurer of the RMCS board.

2. Discussion and Action- RMCS By-Laws

Approve revised by-laws

3. Discussion and Action- Charter Review & Readiness- Kelly Mannion

Review, revise and/or approve draft of the Charter Renewal to be submitted to the Old Adobe Union School District in September.

E. ADJOURN

Instructions for Presentations to the Board by Members of the Community

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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: Thursday, August 29, 2013

A. OPENING--Time: 4:00 – 5:30 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. DISCUSSION AND ACTION:

Review the Charter Renewal Petition to be submitted to the Old Adobe School District for consideration.

C. ADJOURN

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REGULAR MEETING: Tuesday, August 20, 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 June 11, 2013 & June 26, 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. BOARD TRAINING- Julie Parnow- 20 minutes

Chapter 8- Building Strong Parent and Community Relations

F. DIRECTOR'S REPORT- 15 minutes

G. BOARD BUSINESS

1. Discussion and Action- Charter Renewal- Kelly Mannion-20 minutes

Review draft of the Charter Renewal to be submitted to the Old Adobe School District in September.

2. Discussion and Action- Strategic Plan-Julie Petersen-20 minutes

Review the revised Strategic Plan for approval.

3. Discussion and Action - EPA (Education Protection Account) Revision – Wendy Ross – 5 minutes

Review the revised EPA revenues and expenditures per actual apportionment (funds received) for approval

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.

1. Budget Revisions per 45 Day Revise

Review budget revisions to revenues and expenditures made per the 45 Day Revise requirement to the 13-14 Adopted Budget

I.COMMITTEE REPORTS/UPDATES- 5 minutes each

1. Finance- Julie Parnow

Review August 5, 2013 meeting.
Future meetings- October 15, 2013

2. Foundation- Matt Hautau

3. Facilities Committee- Julie Parnow

4. Outreach Committee- Milagros Ott

5. Fund Development- Ginny Hautau

6. Board Development- Julie Petersen

Discussion of potential future board members

J. FUTURE AGENDA ITEMS

K. FUTURE MEETING DATES-

**September 10, 2013, October 22, 2013, November 12, 2013
December 10, 2013, Retreat- January 25, 2014**

L. CLOSED SESSION – 15 minutes

Discussion about Facility Lease

M. ADJOURN

Instructions for Presentations to the Board by Members of the Community

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REGULAR MEETING: Wednesday, June 26, 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 June 11, 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- School Policy- 10 minutes

Wendy Ross, Finance Manager, to present the Before and After School Child Supervision Program Policy. RMCS will provide a child supervision program available to enrolled pupils of the District at a fee to the parents and guardians.

2. Discussion and Action – School Insurance Renewal – 10 minutes

Wendy Ross, Finance Manager, to present insurance renewals. Approve Renewal of Workers Compensation Insurance with Republic Indemnity Company of America. (Three quotes provided by broker; recommend Board approval of Republic who has a preferred Charter Schools program.)

3. Discussion and Action- Fiscal Year 2013-14 Budget Adoption Report & Multi-year Budget Projections through 2016-17 – 45 minutes

Wendy Ross, Finance Manager, to present the 2013-14 Fiscal Year Budget Adoption Report for Board approval: includes cash flow budget projections for 2013-14, multiyear budget projections for 2014-15 through 2016-17, and required financial reports for the CDE

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 meetings-
August 5, 2013- 6:00pm at RMCS
September 3, 2013- 6:00pm at RMCS
2. **Foundation- Lisa Baird**
3. **Facilities Committee- Christina Isetta**
4. **Outreach Committee- Milagros Ott**
5. **Fund Development- Ginny Hautau**
6. **Board Development- Julie Petersen**

I. FUTURE AGENDA ITEMS –

J. FUTURE MEETING DATES –

August 20, 2013 – at RMCS
September 10, 2013 – at RMCS

K. ADJOURNMENT

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SPECIAL MEETING- SATURDAY, JUNE 22, 2013

A. OPENING--Time: 9:00 AM-12:00 PM

Locations: Julie Parnow's home – 1617 Cerro Sonoma Circle, Petaluma, CA
(707)762-3870

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

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C. Discussion- Strategic Plan

Board member Julie Petersen will facilitate a discussion about the possible community, program and operations metrics by which the Strategic Plan progress will be measured, and the implications for the Strategic Plan itself.

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REGULAR MEETING: Tuesday, June 11, 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

Board Member, Beth Laurence-Camp Britton Clark Creek Rd, Burney, CA 96013

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

B. APPROVAL- Agenda – 5 minutes

C. APPROVAL- Minutes of May 14, 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- Charter Renewal- 15 minutes

Kelly Mannion, Executive Director, to update on progress of Charter Renewal

2. Discussion and Action- School Policy- 10 minutes

Wendy Ross, Finance Manager, to present the Before and After School Child Supervision Program Policy. RMCS will provide a child supervision program available to enrolled pupils of the District at a fee to the parents and guardians.

3. Discussion and Action – School Insurance Renewal – 10 minutes

Wendy Ross, Finance Manager, to present insurance renewals.

- a. Approve Renewal of Property & Liability Insurance with Philadelphia Indemnity Insurance Company

- b. Approve Renewal of Workers Compensation Insurance with Republic Indemnity Company of America. (Three quotes provided by broker; recommend Board approval of Republic who has a preferred Charter Schools program.)

4. Discussion and Action – Mandated Reporting Requirement – 10 minutes

Wendy Ross, Finance Manager, to present the 12-13 Education Protection Account (EPA) Allocation Report, required by Proposition 30.

5. Discussion and Action – Approval of New Hires

Jessica Potter – Office Coordinator and Registrar
Debra Sebastiao – Upper Elementary Guide

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

Review of June 4, 2013 meeting

Future meetings-

August 5, 2013- 6:00pm at RMCS

September 3, 2013- 6:00pm at RMCS

2. Foundation- Lisa Baird

3. Facilities Committee- Christina Isetta

4. Outreach Committee- Milagros Ott

5. Fund Development- Ginny Hautau

6. Board Development- Julie Petersen

I. FUTURE AGENDA ITEMS – 13-14 Budget Adoption and Multi Year Budget Projections

J. FUTURE MEETING DATES-

Saturday, June 22, 2013- 9:00am-12:00pm- Strategic Planning meeting at Julie's – 1617 Cerro Sonoma Circle, Petaluma

Wednesday, June 26, 2013- 6:30pm at RMCS

Tuesday, July 16, 2013- 6:30pm at RMCS

K. ADJOURNMENT

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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

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E. DIRECTOR'S REPORT- 15 minutes

F. BOARD TRAINING- Norman Lorenz- 20 minutes

Chaptern7-Board- Staff Relations

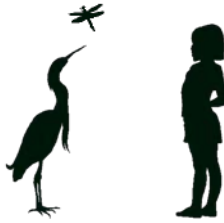
G. BOARD BUSINESS

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



RIVER MONTESSORI
CHARTER SCHOOL

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

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.rivermontessoricharter.org

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

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

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- 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

Instructions for Presentations to the Board by Members of the Community

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B. APPROVAL- Agenda – 5 minutes

C. APPROVAL- Minutes of February 12, 2013

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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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B. APPROVAL- Agenda – 5 minutes

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

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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

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RIVER MONTESSORI CHARTER BOARD OF DIRECTORS – RETREAT 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.

DATE: SATURDAY, January 26, 2013

TIME: 8:00AM – 4:30PM

MEETING PLACE: 6 C Street, Petaluma, CA 94952

PUBLIC MEETING OPEN SESSION:

8:00AM – 8:30AM Continental Breakfast

8:30am – 9:00am Welcome, orientation, & opening activity

Today's current event:

<http://www.npr.org/2012/12/07/166748835/more-teachers-flipping-the-school-day-upside-down?sc=17&f=1001>

Article of interest:

http://www.huffingtonpost.com/2012/12/04/american-federation-of-te_n_2239136.html?utm_hp_ref=email_share

9:00am – 11:00am Review Mission, Vision & Values for River Montessori Charter

GOALS, objectives & 2year strategic plan review

- Vision
 - Growth
 - Facilities

- 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

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
 - 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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