



**REGULAR MEETING OF THE
RMCS BOARD OF DIRECTORS**
APPROVED MINUTES: September 13, 2023, 6:00 p.m.

Location(s)

3880 Cypress Drive, Suite B, Petaluma CA 94954
22 Link Street, NW, Albuquerque, NM 87120
6140 Old Quarry Loop Oakland, CA 94605

A. CALL TO ORDER

Director Hautau called the meeting to order at 6:11 pm

Roll Call: Directors Hautau, Hammons, Lohrentz, Matthews (Dir. Akognon absent)

Also Present: Executive Director Griffith Mannion, Rich McNeel, Catherine Thorpe

B. RMCS MISSION & VISION

Read by Director Hautau

C. PUBLIC COMMENT

None

D. APPROVAL OF AGENDA

Motion to approve Director Hautau, 2nd Director Hammons

Aye: Directors Hautau, Hammons, Lohrentz, Matthews

Nay: 0, Abstentions: 0

E. BOARD DEVELOPMENT

1. Board Membership - Information went out to school community, no responses

F. APPROVE MINUTES

1. **June 17, 2023** - Motion to approve Director Hautau, 2nd Director Hammons

Aye: Directors Hautau, Hammons, Lohrentz, Matthews

Nay: 0, Abstentions: 0

2. **June 28, 2023** - Motion to approve Director Hammons, 2nd Director Matthews

Aye: Directors Hautau, Hammons, Lohrentz, Matthews

Nay: 0, Abstentions: 0

3. **August 9, 2023** - Motion to approve Director Hammons, 2nd Director Lohrentz

Aye: Directors Hautau, Hammons, Lohrentz, Matthews

Nay: 0, Abstentions: 0

G. COMMUNICATIONS

1. **Executive Director's Report:** End of quarter is fast approaching. There was a small Covid uptick, so Montessori Discovery has been postponed. We hosted an author visit with Kentrall Martin. Upcoming meeting with OAUSD to discuss a meals partnership, we will need to compare options. We had a lovely Westminster meeting and are looking forward to our outdoor adventure. Back to School event was great. Upper El is planning, with great enthusiasm for the spirit of giving, the "Let's Change the World" *Lemon Ball* event for Alex's Lemonade Stand. There are some office transitions of new hires. Partnership week is next week then we break for two weeks.

2. **Finance Report:** Rich McNeel went over the financials. Presented Unaudited Actuals.

3. **River Montessori Foundation Report:** Welcome Back Social had a good turnout and was great for relationship building. A Giving Tree for teachers has been proposed. Riverwear is now available. Additional volunteers were announced. The Parent Prom with silent auction is the next Foundation event. Creator Faire planning has begun with veteran volunteers. Dine & Donate has two upcoming events.

4. **Marketing Report:** Targeted ad campaign for enrollment is underway. Kelly is writing articles that are being pitched for passive marketing. Two have appeared in local newspapers.

5. **Facilities Report:** Currently the building is being painted. No word on repaving.

H. ITEMS FOR BOARD CONSIDERATION

1. Unaudited Actuals FY22/23 - Rich reported some revenue is being deferred to 2024. There is a positive cash flow.

Motion to approve Unaudited Actuals by Dir. Hammons, 2nd Dir. Matthews

Aye: Directors Hautau, Hammons, Lohrentz, Matthews

Nay: 0, Abstentions: 0

2. RMCS 22/23 Tax Statement of Work Discussion/explanation of statement.

Motion to approve by Dir. Hammons, 2nd Dir. Lohrentz

Aye: Directors Lohrentz, Hautau, Hammons, Matthews

Nay: 0, Abstentions: 0

3. Capitalization Threshold Policy Discussion/explanation of policy..

Motion to approve threshold Dir. Hautau, 2nd Dir. Lohrentz

Aye: Directors Hautau, Hammons, Lohrentz, Matthews

Nay: 0, Abstentions: 0

4. EPA Expenses FY22/23 Presentation and discussion.

Motion to approve by Dir. Hammons, 2nd Dir Lohrentz

Aye: Directors Lohrentz, Hautau, Hammons, Matthews

Nay: 0, Abstentions: 0

5. State-Required Universal Update to CLA Audit Report Discussion/explanation of update.

Motion to approve Dir. Hautau, 2nd Dir. Hammons

Aye: Directors Akognon, Hautau, Hammons, Lohrentz, Matthews

Nay: 0, Abstentions: 0

6. Venmo Account for Donations - Tabled.

7. RMCS Bylaws - Discussion of possible updates/revisions to bylaws.

No Action - Future Agenda item

8. 2023 PEF Grant - Request to apply for grant in Arts, to include a kiln, with non-faculty writers.

Motion to approve by Dir. Hammons, 2nd Dir Matthews

Aye: Directors Lohrentz, Hautau, Hammons, Matthews

Nay: 0, Abstentions: 0

9. Art, Music, Instruction Grant - Discussion/explanation of grant.

Motion to approve by Dir. Hammons, 2nd Dir Hautau

Aye: Directors Lohrentz, Hautau, Hammons, Matthews

Nay: 0, Abstentions: 0

I. FUTURE AGENDA ITEMS Tabled items above, next meeting is Annual Meeting, discussion of Bylaws..

J. ADJOURNMENT

Director Hautau motioned to adjourn at 8pm, 2nd Dir. Hammons

Aye: Directors Hautau, Hammons, Lohrentz, Matthews

Nay: 0, Abstentions: 0

FUTURE MEETING DATE(S):

October 11, 2023, November 6, 2023, December 13, 2023, January 10, 2024, February 14, 2024, March 13, 20, April 17, 2024, May 8, 2024, June 26, 2024

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.

Instructions for Presentations to the Board by Members of the Community

River Montessori Charter School welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We hope that you will visit these meetings often and your participation assures us of continuing community interest in our School. To assist you in speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all community members 2. Community members who wish to speak on any agenda items or under the general category of "Public Comment" will be given an opportunity to do so. 3. "Public Comment" is set aside for members of the community to raise issues that are not specifically on the agenda. However, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Exceptions to these time limits may be made at the discretion of the Board Chair. The Board may give direction to staff to respond to your concerns or you may be offered the option of returning with a citizen requested agenda item. 4. With regard to items that are on the agenda, you may speak for up to (3) minutes when the Board discusses that item. Exceptions to this time may be made at the discretion of the Board Chair. 5. Community members may request in writing that a topic related to school business be considered for placement on a future agenda. Requests should be addressed to the Board Chair. If such an item is placed on the agenda and publicly noticed, the Board can respond, interact, and act upon the item.

I, Judith Matthews, Secretary of the RMCS Board of Directors, hereby certify that these minutes were approved at the December 13, 2023 RMCS Board Meeting.

Judith Matthews

Judith Matthews
Secretary, RMCS Board of Directors

3880 Cypress Drive, Ste B • Petaluma, CA 94954 • 707.778.6414 • www.rivermontessoricharter.org

River Montessori Charter School is an Equal Opportunity Employer and does not discriminate against any persons (actual or perceived disability, gender, gender identity or expression, 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).