

**REGULAR MEETING OF THE
RIVER MONTESSORI CHARTER SCHOOL (RMCS) BOARD OF DIRECTORS**
RIVER MONTESSORI CHARTER SCHOOL
3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414
January 12, 2019
9:00 AM

MINUTES

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.

Location(s):

- ☐ Keller Street CoWork, 140 Keller Street, Petaluma CA 94952

- **CALL TO ORDER**

- Director Puch called the meeting to order at 9:29 AM.
- Directors Puch, Hautau, Royes, Covarrubias, Mathews, and Lohrentz were present.
- Staff present: Kelly Mannion - Executive Director, Michelle Leonard - CBO, Julie Carolan - Administration and Communications Manager.

- **READING OF RMCS MISSION & VISION**

- Director Mathews read the Mission and Vision statements.

- **APPROVAL OF AGENDA**

- Meeting Agenda was approved with unanimous consent (6-0).
 - Motion: Director Royes Second: Director Covarrubias
 - Aye: Covarrubias, Hautau, Lohrentz, Puch, Royes, Mathews
 - Nay: 0

- **PUBLIC COMMENT - None**

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

- **APPROVAL OF PREVIOUS BOD MEETING MINUTES**

- Minutes from 12/12/18 RMCS BOD Meeting were reviewed for edit and approval. Executive Director/Superintendent Mannion suggested an edit to the minutes. Meeting minutes were then approved with the edit in unanimous consent (6-0)
 - Motion: Director Mathews Second: Director Royes
 - Aye: Covarrubias, Hautau, Lohrentz, Puch, Royes, Mathews
 - Nay: 0

- **BOARD BUSINESS**

- Discussion & Action: RMCS Site Safety Plan
 - Discussion surrounding the RMCS Site Safety Plan. BOD would like to see coordination with adjacent neighbors and for the faculty to request any relatable safety and security documents from Cypress School. Motion to approve the RMCS Site Safety Plan passed with unanimous consent (6-0)
 - Motion: Director Lohrentz Second: Director Hautau
 - Aye: Covarrubias, Hautau, Lohrentz, Puch, Royes, Mathews
 - Nay: 0

- Discussion: Board Roles and Job Descriptions
 - Discussion surrounding the various BOD roles and Job Descriptions. It was noted that every board member should read the Charter front to back. Director Hautau will present the Governing Board training from the Charter School Development Center at a future meeting. It is recommended that there be some sort of professional development for the BOD at each meeting in the future.

- Discussion & Action: Executive Director/Superintendent Evaluation
 - Discussion surrounding the Executive Director/Superintendent Evaluation. The Executive Committee will take this for action. The recommended evaluation will be presented to the entire BOD. Motion to approve this Course of Action passed with unanimous consent (6-0)
 - Motion: Director Puch Second: Director Covarrubias
 - Aye: Mathews, Hautau, Lohrentz, Puch, Royes, Covarrubias
 - Nay: 0

- Discussion: Policies Calendar Review & Assignment
 - Moved to the March BOD Meeting

- Discussion: BOD Survey
 - Discussion BOD Survey. Executive Director/Superintendent Mannion will benchmark other BOD Self Assessments and send to the BOD as a packet for action at the next regular BOD meeting.

- Discussion: Adolescent Program Update
 - Discussion surrounding Adolescent Program and various requirements which will have to be met in order to receive approval from School Board.

- **STRATEGIC PLANNING - 3 YEAR PLAN: RMCS remains a leader in the Montessori/Educational community**
 - Discussion: For the next three years RMCS will continue to focus on Community, Ed Program, and Operations.

1. **Community:** creating a potential educational home for everyone; to ensure an engaged and collaborative partnership between students, faculty, families, and leadership
 - a. **Marketing**
 - i. Brand
 - ii. Website
 - iii. Outreach
 - b. **Engagement:**
 - i. Engaged parents and students
 - ii. Affirm parents' choice; increase understanding of Montessori
 - iii. Constructive feedback loops
 - c. **Community Support**
 - i. Child care
 - ii. Spanish-language staff
2. **Ed Program**
 - a. **Primary - 12 Program/Curriculum**
 - i. Development of 7-9 program
 - ii. Development of 10-12 program
 - iii. Extend primary curriculum/program down to age 3
 - b. **Professional Development**
 - i. Training/credential support for teachers
 - ii. Special ed / unique learners Training
 - iii. Sponsorship for credentials
 - c. **Collaborative Montessori Projects**
 - i. Collaborative Projects - Project Based Learning
 - ii. Increase creative spaces/opportunities
3. **Operations**
 - a. **7-12 and/or P-12 Facility**
 - i. Outdoor Space / Gym Facility / Field
 - ii. Ownership is first option
 - iii. Self-sustainability of facilities
 - b. **Full Admin Staff**
 - i. Define admin structure for each level (P-12). Such as Montessori Curriculum Director or "Vice-Director" (Admin and Special Ed)
 - ii. Define faculty structure for each level (P-12)
 - iii. Define additional staff, such as HS Counselor, Vocational, Nurse

c. Competitive Compensation

- i. Get feedback from staff
- ii. Define goals
- iii. Be creative - such as tuition reimbursement, sabbatical, non-school event participation and community service time/stipend
- iv. Ideas like X Blocks

- **ADJOURNMENT**

- Motion to adjourn the meeting at 4:00 PM. The motion passed with unanimous consent (6-0).
 - Motion: Director Royess Second: Director Puch
 - Aye: Mathews, Hautau, Lohrentz, Puch, Royes, Mathews
 - Nay: 0

Future Meeting Dates:

- March 13, 2019 - 6:30 PM
- May 8, 2019 - 6:30 PM
- June 26, 2019 - 6:30 PM

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.