

**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
December 12, 2018
6:30 PM

Approved, 01/12/19 GR

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):

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Tim Lohrentz: 1815 Chestnut Street, Oakland, CA 94607
- Ginny Hautau: 22 Link Street, NW, Albuquerque, NM 87120

● **CALL TO ORDER**

- Director Puch called the meeting to order at 6:35 PM.
- Directors Puch, Hautau, Royes, Covarrubias, and Lohrentz were present. Director Covarrubias left the meeting at 7:35 PM
- Staff present: Kelly Mannion - Executive Director, Michelle Leonard - CBO, Julie Carolan - Administration and Communications Manager.

● **READING OF RMCS MISSION & VISION**

- Director Hautau read the Mission and Vision statements.

- **GUEST** - Mr. Peter Tatum from the Petaluma Music Festival presented a \$1,500.00 donation to RMCS for our Music Program.

● **APPROVAL OF AGENDA**

- Meeting Agenda was approved with unanimous consent (5-0) after deletion of Independent Study Approval.
 - Motion: Director Royes Second: Director Covarrubias
 - Aye: Covarrubias, Hautau, Lohrentz, Puch, Royes
 - 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 10/18/18 & 10/30/18 RMCS BOD Meetings were reviewed for edit and approval. Director Lohrentz suggested an edit to 10/30/18's minutes. Meeting minutes were then approved with unanimous consent (5-0)
 - Motion: Director Royes Second: Director Covarrubias
 - Aye: Covarrubias, Hautau, Lohrentz, Puch, Royes
 - Nay: 0

- **COMMUNICATIONS**

- Foundation/Fundraising Report
 - Nothing to Pass
- RMCS Executive Director's Report
 - Executive Director/Superintendent Mannion provided updates regarding the music concert fundraiser, charter renewal, use of the Montessori Compass, Communications, School Closure due to smoke and air quality, and the Charter School Development Conference Passdown. The Board expressed support with the Administration's decision to close the school at AQI over 150 max; barring extenuating circumstances on a case by case basis.
- Outreach Report
 - Nothing to Pass
- Finance Report
 - Discussed during Board Business
- Facilities Report
 - Nothing to Pass

- **BOARD BUSINESS**

- Discussion & Action: Board Development/Installation of New Community Board Member
 - Motion to add Judith Mathews as new Community Board Member passed with unanimous consent (5-0)
 - Motion: Director Covarrubias Second: Director Hautau
 - Aye: Covarrubias, Hautau, Lohrentz, Puch, Royes
 - Nay: 0
- Discussion & Action: Policy Review Calendar
 - Discussion surrounding the various administrative requirements for Charter Schools. The Charter School Development Center has a suggested calendar to ensure timely delivery of all required documentation while distributing the workload throughout the year. Motion to approve the Annual Charter School Governing Board Oversight Calendar as a way to ensure timely review/action in accordance with the school year passed with unanimous consent (6-0). The BOD Secretary will have oversight of the calendar.
 - Motion: Director Royes Second: Director Puch
 - Aye: Covarrubias, Mathews, Hautau, Lohrentz, Puch, Royes
 - Nay: 0

- Discussion & Action: Field Trips
 - Discussion surrounding the overnight field trips. The 4th and 5th year students are proposed to attend the Mosaic Project overnight trip in the Santa Cruz Mountains April 29, 2019 - May 3, 2019. The 6th year students are proposed to attend the Catalina Island Marine Institute overnight trip May 14, 2019 - May 17, 2019. These trips are more expensive than previous years overnight trips. Motion to approve the Mosaic Project and Catalina Island Marine Institute as the field trips for the 2018-19 school year passed with unanimous consent (5-0)
 - Motion: Director Lohrentz Second: Director Puch
 - Aye: Mathews, Hautau, Lohrentz, Puch, Royes
 - Nay: 0

- Discussion & Action: 2018-19 First Interim Report
 - Discussion surrounding the 2018-19 First Interim Report. Motion to approve the 2018-19 First Interim Report passed with unanimous consent (4-0)
 - Motion: Director Puch Second: Director Royes
 - Aye: Hautau, Lohrentz, Puch, Royes
 - Nay: 0
 - Abstain: Mathews

- Discussion & Action: 2017-18 Final Audit Report
 - Discussion surrounding the 2017-18 Final Audit Report. CliftonLarsonAllen LLP conducted a financial audit for 2017-18 school year ending June 30, 2018. The Financial Committee has also reviewed the report. Motion to approve the 2017-18 Final Audit Report passed with unanimous consent (4-0)
 - Motion: Director Royes Second: Director Puch
 - Aye: Hautau, Lohrentz, Puch, Royes
 - Nay: 0
 - Abstain: Mathews

- Discussion & Action: a) J-13 Waiver (Request For Allowance of Attendance Due to Emergency Conditions)/ b) ER Closure Process
 - Discussion surrounding J-13 Waiver (Request For Allowance of Attendance Due to Emergency Conditions) and ER Closure Process. With the emergency school closure due to smoke and hazardous air quality November 9,13,14,16, 2018 RMCS must submit a J-13 Waiver to account for the missed school days. As a charter school, we are required to have 175 days p/yr by law. Additional discussion surrounding the Emergency School Closure Process took place; board giving full confidence to school admin to initiate closure in an emergency situation. Motion to approve the J-13 Waiver passed with unanimous consent (5-0)
 - Motion: Director Puch Second: Director Hautau
 - Aye: Hautau, Lohrentz, Puch, Royes, Mathews
 - Nay: 0

- Discussion & Action: Sonoma State University Addendum
 - Discussion surrounding the Sonoma State University's (SSU) Addendum regarding SSU and RMCS' partnership with SSU's student teachers. Motion to approve Sonoma State University's Addendum passed with unanimous consent (5-0)
 - Motion: Director Royes Second: Director Puch
 - Aye: Hautau, Lohrentz, Puch, Royes, Mathews
 - Nay: 0

- Discussion: Board Retreat Planning
 - Discussion surrounding the 2018-19 BOD retreat. The BOD will be working on the Strategic Plan for RMCS. Primary date is Jan 19, 2019. Secondary will be Feb 20, 2019

- Discussion: Charter Renewal Vote
 - Discussion surrounding the RMCS Charter Renewal Vote. The vote will take place at La Tercera Elementary School on 16 Dec 2018 at 6:00 PM.

● **ADJOURNMENT**

- Motion to adjourn the meeting at 8:46 PM. The motion passed with unanimous consent (5-0).
 - Motion: Director Mathews Second: Director Puch
 - Aye: Mathews, Hautau, Lohrentz, Puch, Royes
 - Nay: 0

Future Meeting Dates:

- January 12, 2019 - 9:00 AM to 4:00 PM (Board Retreat)
- 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.

