

**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  
September 12, 2017  
6:30 PM

*Board Approved  
10/30/17*

**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](http://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
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

**1. CALL TO ORDER**

- 1.1. Norman called the meeting to order at 6:30 PM.
- 1.2. Directors Norman Lorenz, Ginny Hautau, Tim Lohrentz, Eresa Puch, Betsy Ehlen Hall, Ruben Mejia, and Eva Covarrubias were present.
- 1.3. Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

**2. READING OF RMCS MISSION & VISION**

- 2.1. Reading of the Mission and Vision statements

**3. STUDENT PRESENTATION:**

- 3.1. Student presentation by Copper Creek

**4. APPROVAL OF AGENDA**

- 4.1. Meeting Agenda was approved with a motion from Ruben, second by Ginny, and Betsy abstained (6-0-1).

**5. PUBLIC COMMENT**

- 5.1. Norman read the letter of resignation submitted by Board member Tammy Cleland.

*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.*

**6. APPROVAL OF 09/12/2017 MEETING MINUTES**

- 6.1. Minutes of the September 12, 2017 Board meeting were approved with a motion from Ruben, second from Ginny, and abstention from Betsy (6-0-1).

**7. COMMUNICATIONS**

- 7.1. Foundation Report - Amy
  - 7.1.1. River Montessori Foundation provided RMCS with \$30,000 check.

- 7.1.2. Successful Walk-a-thon received around \$13K
- 7.1.3. Fall activities
- 7.1.4. Lagunitas event coming up soon
- 7.2. Executive Director's Report - Kelly
  - 7.2.1. Welcome to the new school year
  - 7.2.2. Invited everyone to see changes made in UE classrooms
  - 7.2.3. Partnership meetings
  - 7.2.4. CAASPP Analysis & Supports
  - 7.2.5. Music program - Young Performers International
  - 7.2.6. Cypress Friendship program
  - 7.2.7. New guides are doing very well
  - 7.2.8. Trio meetings to share best practice (RMCS, Eagle Peak, and Golden Oak Montessori)
  - 7.2.9. Upcoming events - Montessori Journey
- 7.3. Finance Committee Report - Michelle
  - 7.3.1. Presentation to Finance Committee on 9/8/2017 regarding 2016-17 Unaudited Actuals
- 7.4. Facilities Committee Report
  - 7.4.1. Ruben asked regarding Solar power's impact on electricity bill. Michelle will reach out to PG&E to inquire about bill.
- 7.5. Policy/Compliance Committee Report - No report
- 7.6. Positive Resolution Committee Report
  - 7.6.1. Kelly requested for discussion on communication flow
  - 7.6.2. Positive Resolution Committee will meet and report back to the Board

**8. BOARD BUSINESS**

- 8.1. Discussion & Action: 2016-17 Unaudited Actuals
  - 8.1.1. 2016-17 Unaudited Actuals was unanimously approved with motion from Eresa, second by Betsy (7-0-0).
- 8.2. Discussion & Action: Review and set 2017-08 SY BOD Meetings
  - 8.2.1. 2017-18 SY BOD meeting dates were unanimously approved with motion from Eresa, second by Ruben (7-0-0).
- 8.3. Discussion & Action: Board Hosted Coffee Social - January 19, 2017
- 8.4. Discussion & Action: TK/K Approvals
  - 8.4.1. Discussion: (Kelly) Twelve 2016-17 Transitional Kindergarten students are continuing from Transitional Kindergarten into 2017-18 Kindergarten per age/ed code.
  - 8.4.2. Action: Board approved unanimously with a motion from Tim, second by Eresa (7-0-0)
- 8.5. Discussion: 2016-17 CAASPP
  - 8.5.1. Lorna presented that CAASPP results are not yet released by CDE.
- 8.6. Discussion: Secondary Education Update - Norman
- 8.7. Discussion: Board development and new family and community member

**9. FUTURE AGENDA ITEMS**

- 9.1. Additional Policy Committee member
- 9.2. Discuss important elements of Board evaluation
- 9.3. Secondary education project discussion

**10. ADJOURNMENT**

- 10.1. Norman moved to adjourn the meeting at 8:48 PM. The motion passed with a unanimous consent (7-0-0).

**Future Meeting Dates:**

- October 10, 2017 - 6:30 PM
- November 2017 - Committee work as needed
- December 8, 2017 - 1:00 PM (Finance Committee)
- December 12, 2017 - 6:30 PM
- January 20, 2018 (All-Day Board Retreat)
- February 2018 - Committee work as needed
- March 2, 2018 - 1:00 PM (Finance Committee)
- March 13, 2018 - 6:30 PM
- April 2018 - Committee work as needed
- May 10, 2018 - LCAP Hearing
- June 22, 2018 - 1:00 PM (Finance Committee)
- June 26, 2018 - 6:30 PM

**Instructions for Presentations to the Board by Members of the Community**

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**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  
October 30, 2017  
6:30 PM

*Board Approved  
11/14/17*

**MINUTES**

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**Location(s):**

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

**A. CALL TO ORDER**

1. Norman called the meeting to order at 6:31 PM.
2. Directors Norman Lorenz, Ginny Hautau, Tim Lohrentz, Eresa Puch, Betsy Ehlen Hall, Ruben Mejia, and Eva Covarrubias were present.
3. Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

**B. READING OF RMCS MISSION & VISION**

1. Reading of the Mission and Vision statements by Ruben.

**C. STUDENT PRESENTATION - None**

**D. APPROVAL OF AGENDA**

1. Meeting Agenda was approved with unanimous consent (7-0-0).

**E. PUBLIC COMMENT - None**

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**F. APPROVAL OF 09/12/2017 MEETING MINUTES**

1. Minutes from the September 12, 2017 Board meeting was approved with a motion from Betsy, second from Tim, and unanimous consent (7-0-0).

**G. COMMUNICATIONS**

1. Foundation Report - None
2. Executive Director's Report - Kelly
  - i. Current enrollment = 174

- ii. Collaboration with Charter Smart - marketing
- iii. Great feedback from Student-School-Family Partnership meetings
- iv. Impacts and stories from tragic north bay fires
- v. Professional development day meetings and training
- vi. Upcoming events:
  - a. Hispanic Family Gathering
  - b. Parent university: Montessori Journey moved to Spring
  - c. Early Human Primitive Skills Day - Nov 17
  - d. CSDC Charter Conference - November 16-17
  - e. International Family Festival- Dec 1, 3-6
  - f. Music concert & fundraiser, "Kids Rock for River" - Dec 18
- 3. Finance Committee Report - Michelle
  - i. Kelly & Michelle are reviewing budget for possible cost reductions to match current enrollment
  - ii. 1st Interim report - December BOD meeting
- 4. Facilities Committee Report
  - i. Ruben asked regarding Solar power's impact on electricity bill. Michelle has reached out to PG&E multiple times. The latest response from PG&E shows no savings impact which may be inaccurate. Michelle will submit a written communication to PG&E to request for corrective review of the bill.
  - ii. Admin will schedule a meeting regarding space
- 5. Policy/Compliance Committee Report - No report
- 6. Positive Resolution Committee Report - No report

## **H. BOARD BUSINESS**

- 1. Discussion & Action: Board Development / Installation of New Parent Board Member
  - i. Action: Installed Linda Alvarez as the newest Parent Board Member with a motion from Eresa, second by Norman, and unanimous consent (7-0-0).
- 2. Discussion & Action: Emergency School Closure Waiver (J-13A) for Board Approval
  - i. Action: Approved and signed the application for waiver (J-13A) with a motion from Ruben, second by Ginny, and unanimous consent (7-0-0). All board members signed.
- 3. Discussion & Action: Board Meeting Schedule Update, Possible Revision
  - i. No action
- 4. Discussion & Action: Committee Development: Add Policy Committee Member
  - i. Action: Added Linda Alvarez to the Policy/Compliance committee as member with a motion from Ruben, second by Eresa, and unanimous consent (7-0-0).
- 5. Discussion & Action: School Development/Growth Committee Structure
  - i. Action: No action
- 6. Discussion: Board Reflection & Survey
  - i. Ginny expressed difficulty with survey and recommended to reinstate the 12-month board development process where every member will take a lead role during each BOD meeting in continuously developing Board governance skills.
- 7. Discussion: Executive Director Evaluation
- 8. Discussion: Secondary Education Prospect
  - i. Director of Inspire Independent Charter School will present to the Board on November 14, 2017

## **I. FUTURE AGENDA ITEMS**

1. Board development
2. Board survey

## **J. ADJOURNMENT**

1. Norman moved to adjourn the meeting at 10:07 PM. The motion passed with a unanimous consent (7-0-0).

### **Future Meeting Dates:**

- December 12, 2017 - 6:30 PM
- January 20, 2018 - 9:00 AM - 4:00 PM (Retreat)
- March 13, 2018 - 6:30 PM
- May 10, 2018 - 5:00 PM (LCAP Public Hearing)
- June 26, 2018 - 6:30 PM

#### **Instructions for Presentations to the Board by Members of the Community**

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**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

November 14,, 2017

6:30 PM

*Board Approved  
12/12/17*

**MINUTES**

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**Location(s):**

- ☐ RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954

**A. CALL TO ORDER**

1. Norman called the meeting to order at 6:33 PM.
2. Directors Norman Lorenz, Ginny Hautau, Tim Lohrentz, Eresa Puch, Ruben Mejia, Eva Covarrubias, and Linda Alvarez were present.
3. Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

**B. READING OF RMCS MISSION & VISION**

1. Reading of the Mission and Vision statements by Norman.

**C. APPROVAL OF AGENDA**

1. Meeting Agenda was approved with unanimous consent (7-0-0).

**D. PUBLIC COMMENT - None**

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**E. Board Business**

1. Discussion: Secondary Education Prospect Presentation by Inspire School Director of Development, Mr. Darryl Collins.
  - i. Top considerations for expansion:
    - a. Ability to grow our TK-6 and growth sustainability
    - b. Current finances
    - c. Partnership possibilities
    - d. Needs of our community and buy-in
    - e. Facilities - separate or co-location
    - f. Timeline

**F. ADJOURNMENT**

1. Norman moved to adjourn the meeting at 9:02 PM. The motion passed with a unanimous consent (7-0-0).

**Future Meeting Dates:**

- December 12, 2017 - 6:30 PM
- January 20, 2018 - 9:00 AM - 4:00 PM (Retreat)
- March 13, 2018 - 6:30 PM
- May 10, 2018 - 5:00 PM (LCAP Public Hearing)
- June 26, 2018 - 6:30 PM

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**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, 2017

6:30 PM

*Board Approved  
01/20/18*

**MINUTES**

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- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

**A. CALL TO ORDER**

1. Norman called the meeting to order at 6:30 PM.
2. Directors Norman Lorenz, Ginny Hautau, Tim Lohrentz, and Linda Alvarez were present. (Absent: Eresa Puch, Ruben Mejia, and Eva Covarrubias)
3. Staff: Kelly Mannion, Executive Director, Michelle Leonard, Chief Business Official

**B. STUDENT PRESENTATION** - Presentation moved to Monday, 12/18/2017 School Concert: "Kids Rock for River"

**C. READING OF RMCS MISSION & VISION**

1. Reading of the Mission and Vision statements by Linda.

**D. APPROVAL OF AGENDA**

1. Tim moves to approve a motion with change: postponing items H3, H4, H5 (too few members due to flu)
2. Norman seconds motion
  - i. Ayes: Tim, Ginny, Linda, Norman
  - ii. Nays: 0
  - iii. Motion carries

**E. PUBLIC COMMENT** - None

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**F. APPROVAL OF MINUTES**

1. Meeting Minutes from 10/30/2017
  - i. Ginny moves to approve minutes as is

- ii. Tim seconds
  - a. Ayes: Tim, Ginny, Norman
  - b. Nays: 0
  - c. Abstain: Linda
  - d. Motion carries
- 2. Meeting Minutes from 11/14/2017
  - i. Ginny moves to approve minutes as is
  - ii. Tim seconds
    - a. Ayes: Tim, Ginny, Norman, Linda
    - b. Nays: 0
    - c. Motion carries

## **G. COMMUNICATIONS**

- 1. No Foundation report. Not present.
- 2. Kelly presented Executive Director's Report
  - i. Enrollment: 176
  - ii. PEF granted \$3,500 for RMCS Global Harmony Through World Music program
  - iii. Flu has hit River with a high of 18% absent rate on one day
  - iv. Early Human Primitive Skills Day took place on 11/17/2017
  - v. International Family Festival took place on 12/1/2017
  - vi. To meet developmental needs, one 3rd year student will be transitioning from L.E. environment to U.E. environment mid-year
  - vii. Teachers returning from individual leave return full-time on 1/9/2018
- 3. Finance report in Board Business H1 and H2
- 4. No Facilities report due to illness. Pushed to January 2018.

## **H. Board Business**

- 1. Discussion & Action: 2016-17 Final Audit Report
  - i. Michelle presented
  - ii. Norman moves to approve the final audit report
  - iii. Ginny seconds
  - iv. Ayes: Tim, Ginny, Norman, Linda
  - v. Nays: 0
  - vi. Motion carries
- 2. Discussion & Action: 2017-18 1st Interim Report
  - i. Michelle presented, Tim summarized
  - ii. Ginny moves to approve meeting minutes as is
  - iii. Norman seconds
  - iv. Ayes: Tim, Ginny, Norman, Linda
  - v. Nays: 0
  - vi. Motion carries
- 3. Board Retreat Planning Postponed
- 4. Board Development Postponed
- 5. Board Survey Postponed

## **I. ADJOURNMENT**

- 1. Norman moved to adjourn the meeting at 7:52 PM (PST)

## **Future Meeting Dates:**

- January 20, 2018 - 9:00 AM - 4:00 PM (Retreat)
- March 13, 2018 - 6:30 PM
- May 10, 2018 - 5:00 PM (LCAP Public Hearing)
- June 26, 2018 - 6:30 PM

(Committee meetings in February and April)

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**RMCS BOARD OF DIRECTORS  
BOARD RETREAT MEETING**  
RIVER MONTESSORI CHARTER SCHOOL  
3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414  
January 20, 2018  
9:00 AM

RMCS Board Approved  
03/13/18

**MINUTES**

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**Location(s):**

- WORK PETALUMA: 10 Fourth Street, Petaluma CA 94952
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

**A. CALL TO ORDER**

1. Norman called the meeting to order at 9:03 AM.
2. Directors Norman Lorenz, Ginny Hautau, Tim Lohrentz, Eresa Puch, and Ruben Mejia were present. (Absent: Eva Covarrubias and Linda Alvarez)
3. Kelly Mannion, Executive Director, Michelle Leonard, Chief Business Official, Julie Carolan, Administration & Communications Manager

**B. READING OF RMCS MISSION & VISION**

1. Reading of the Mission and Vision statements by Ruben.

**C. APPROVAL OF AGENDA**

1. Meeting Agenda was approved with unanimous consent.
  - i. Ayes: 5
  - ii. Nays: 0
  - iii. Absent: 2

**D. PUBLIC COMMENT - None**

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**E. APPROVAL OF MEETING MINUTES:**

1. Minutes from 12/12/17 RMCS BOD Meeting
  - i. Norman moved to approve the meeting minutes from 12/12/17.
    - a. Ayes: 3
    - b. Nays: 0
    - c. Abstention: 2 (Eresa & Ruben)
2. Minutes from 12/11/17 Policy Committee Meeting
  - i. Eresa presented the discussion from Policy Committee Meeting

- ii. Policy Committee meeting minutes approval is pending until March 13, 2018
- 3. Minutes from 12/11/17 Finance Committee Meeting
  - i. Tim presented the discussion from Finance Committee Meeting
  - ii. Finance Committee meeting minutes approved by Tim and Eresa

## **F. STRATEGIC PLANNING UPDATE**

- 1. Communications & Outreach:
  - i. Spring Scheduling
    - a. Board development and training:
      - a. Norman and Ginny will create rules and plan. They will make Chapter 1 available in February.
      - b. Tim recommended to pick one or two board members to test it out before releasing to all.
      - c. Kelly reminded the use of one-way communication, then bring to board for discussion.
      - d. Ginny stated the use of survey to bring back to board meeting as a report.
    - b. Latin community meetings
    - c. Parent University for Children Moving-Up - Feb 1
    - d. Open house - Feb 28
    - e. Hispanic family gathering - Mar 1
    - f. Montessori Journey - Mar 9 & 10
  - ii. Community Partnership and Potential Community Board Member - Development/Appointment of Search & Recommendation Committee/Member
    - a. Eresa will make a spreadsheet list for the board to categorize potential community board members' expertise area.
    - b. Norman reached out to CA State Assemblyman Mark Levine's office and spoke with staffer Michael Miller who provided names for potential community board members.
    - c. Ginny, Kelly, and Tim provided a list of potential candidates for community board member position.
    - d. Ruben will look into Facilities experts from known organizations
    - e. Importance of reaching a broader community.
    - f. Ginny and Kelly will create a formal letter or splash page.
    - g. Next step: Peer teaching and analysis of the list. Then, make a decision to narrow down to few.
- 2. Curriculum and Instruction: (presented by Kelly)
  - i. Assessments
    - a. Lorna developed assessment program well, getting every student in online system that follows the child. Programs and materials are continuously being aligned for CAASPP.
  - ii. Faculty/Staff/Management Training
    - a. Two full-days professional development for Montessori Assistant Training and Two half-days (Fridays) to create two full-days for faculty to work on curriculum development and continuums of every curriculum area/subject from TK through to Sixth Level. Ultimately, to add Adolescent curriculum. New faculty and faculty team has established great rapport with level

- peers to lean into current expertise and leadership. Beneficial to have new lenses and perspectives.
- b. Norman expressed gratitude to Kelly's great work in these areas.
- iii. CSDC updates (presented by Kelly)
    - a. Kelly discussed the Dashboard workshops and how the current Dashboard does not represent small schools/populations well due to cohort and subgroups size. It is not representative of RMCS as one student can create a volatility in the data and misrepresent the small group.
    - b. State of California pension (STRS) problem persists; no solutions from state yet. Schools must absorb the increasing costs with no increased funding.
    - c. CCEE is creating programs to handle schools not meeting goals.
3. Facilities, HR, & Operations:
- i. Fall 2018-19 Outlook (presented by Michelle)
    - a. Lease
      - a. Expiration of current lease in 2019.
      - b. Ruben and Michelle will seek consultation from realtor. Michelle did some research regarding lease rates.
      - c. PG&E still not processing credits with solar billing. Michelle will reach out to attorney for a letter to turn on our solar billing and credit us overcharged bills.
    - b. Contracts
      - a. Contract with Selpa is being amended and reviewed now. Approval will go to March BOD meeting agenda.
    - c. Budget/Salaries
      - a. Per governor, budget is fully funded this year and no deferral. However, there is a downturn coming.
      - b. Governor is pushing for one-time funding of \$285/child for next year which will help previous year's ending of another one-time funding.
      - c. COLA increase. There was none last year.
      - d. Biggest concern are STRS and health insurance.
      - e. Minimum wage increase.

## **12:00 - 1:00: Lunch Break**

### **G. BOARD BUSINESS: Committee Structure and Work**

- 1. Discussion: Board Roles and Job Descriptions
  - i. Norman led the discussion in putting together the online collaboration as far as board roles are concerned.
  - ii. Formalization of similar policies of job descriptions for board, personnel, and faculty.
- 2. Discussion: BOD Survey (Ginny reporting)
  - i. Creation of an effective board survey and method of gathering information.
- 3. Discussion: Adolescent Program
  - i. Development of Montessori Adolescent Program

- a. Adolescent Program Presentation of the videos, *Montessori Middle School of the 21st Century* and *Compass Montessori: The High School*.
  - b. Kelly spoke about various Montessori Adolescent programs available in US and abroad. Model Public Montessori adolescent programs exist in Denver, Cincinnati, Redlands, and others and are worth observing.
  - c. Kelly recommended the creation of committee for the adolescent program and the value of a consultant relationship to help answer our questions, as well as educate for the recruiting, training, and hiring processes.
  - d. Kelly suggested looking at The Grove School's adolescent program to view an adolescent curriculum and articulation.
  - e. Kelly will show adolescent program presentations to parents and school communities to open the conversation.
- ii. High School Partnership with Inspire
    - a. Norman provided updates regarding Inspire's work with other schools that are growing their adolescent programs.
    - b. Discussion & Action: Fall 2018 Calendar Planning Moved to BOD meeting agenda in March.

## H. NEXT STEPS

1. Action Items:
  - i. Board Trainings across Annual Calendar

## I. CLOSING REMARKS

## J. ADJOURNMENT

1. Norman moved to adjourn the meeting at 4:07 PM. The motion passed with a unanimous consent (5-0-2).
  - i. Ayes: 5
  - ii. Nays: 0
  - iii. Absent: 2

## Future Meeting Dates:

- March 13, 2018 - 6:30 PM
- May 10, 2018 - 5:00 PM (LCAP Public Hearing)
- June 26, 2018 - 6:30 PM

### Instructions for Presentations to the Board by Members of the Community

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**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

March 13, 2018

6:30 PM

*Board Approved  
05/08/18*

**MINUTES**

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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.

**Location(s):**

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

**A. CALL TO ORDER**

- a. Norman called the meeting to order at 6:31 PM.
- b. Directors Norman Lorenz, Ginny Hautau, Tim Lohrentz, Eresa Puch, Ruben Mejia, and Eva Covarrubias were present.
- c. Staff present: Kelly Mannion, Executive Director and Michelle Leonard, CBO

**B. READING OF RMCS MISSION & VISION**

- a. Eva read the Mission and Vision statements

**C. STUDENT PRESENTATION:**

- a. Student presentation by Guadalupe students

**D. APPROVAL OF AGENDA**

- a. Meeting Agenda was approved with unanimous vote (6-0-0).

**E. PUBLIC COMMENT - None**

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**F. APPROVAL OF 01/20/2018 MEETING MINUTES**

- a. Minutes of the January 20, 2018 Board retreat meeting were approved with a motion from Norman, second from Ruben, and unanimous consent. Motion passed.
  - i. Ayes: 6
  - ii. Nay: 0
  - iii. Absent: 0

**G. COMMUNICATIONS**

- a. Foundation Report - None
- b. Executive Director's Report - Kelly
  - i. Enrollment = 175
  - ii. Getting ready for CAASPP
  - iii. Montessori Journey for Parents
  - iv. HR change - Yuba Guide's resignation
  - v. Renewal meeting with OAUSD
- c. Outreach Report - Eva
  - i. Hispanic community and communication
- d. Finance Report
  - i. See Board Business
- e. Facilities Report
  - i. Meeting with realtor and landlord

## **H. BOARD BUSINESS**

- a. Discussion & Action: RMCS 2018-19 Academic Calendar
  - i. Eresa moved to approve the RMCS 2018-19 Academic Calendar with typo correction. See corrected calendar.
  - ii. Second by Ruben
  - iii. Motion passed:
    - Ayes: 6
    - Nay: 0
    - Absent: 0
- b. Discussion & Action: Second Interim Presentation
  - i. Michelle presented the 2nd Interim report
  - ii. Tim moved to approve the 2nd interim report
  - iii. Second by Norman
  - iv. Motion passed:
    - Ayes: 6
    - Nay: 0
    - Absent: 0
- c. Discussion & Action: 2018-19 Auditor Selection
  - i. Norman moved to approve the selection of CliftonLarsonAllen LLP as auditor for 2018-19
  - ii. Second by Ginny
  - iii. Motion passed:
    - Ayes: 6
    - Nay: 0
    - Absent: 0
- d. Discussion & Action: SELPA Participation Agreement & Board Resolution
  - i. Norman moved to approve the SELPA Participation Agreement & Board Resolution
  - ii. Second by Tim
  - iii. Motion passed:
    - Ayes: 6
    - Nay: 0
    - Absent: 0
- e. Discussion & Action: Form 700 - Conflict of Interest

- i. All board members signed

## I. ADJOURNMENT

- a. Norman moved to adjourn the meeting at 8:09 PM. The motion passed with a unanimous consent (6-0-0).
  - i. Aye: 6
  - ii. Nay: 0
  - iii. Absent: 0

### Future Meeting Dates:

- May 8, 2018 - 5:00 PM (LCAP Hearing)
- June 26, 2018 - 6:30 PM
- Committee Meetings - April 2018

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**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

May 8, 2018

6:30 PM

Board  
Approved  
06/26/18

**MINUTES**

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**Location(s):**

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

**A. CALL TO ORDER**

- a. Norman called the meeting to order at 6:29 PM.
- b. Directors Norman Lorenz, Ginny Hautau, Eresa Puch, Ruben Mejia, and Eva Covarrubias were present. (Absent: Tim Lohrentz)
- c. Staff present: Kelly Mannion - Executive Director, Michelle Leonard - CBO, and Julie Carolan - Administration and Communications Manager

**B. READING OF RMCS MISSION & VISION**

- a. Ginny read the Mission and Vision statements

**C. STUDENT PRESENTATION - None**

**D. APPROVAL OF AGENDA**

- a. Meeting Agenda was approved with unanimous consent (5-0-1).
  - i. Aye: 5
  - ii. Nay: 0
  - iii. Absent: 1

**E. PUBLIC COMMENT - None**

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**F. APPROVAL OF March 13, 2018 MEETING MINUTES**

- a. Minutes of the March 13, 2018 Board retreat meeting were approved with a motion from Ruben, second from Ginny, and unanimous consent. Motion passed (5-0-1).
  - i. Aye: 5
  - ii. Nay: 0

- iii. Absent: 1

## **G. COMMUNICATIONS**

- a. Foundation Report - None
- b. Executive Director's Report - Kelly
  - i. CAASPP - Almost completed; makeup testing
  - ii. Year-end activities
  - iii. Field trips
  - iv. Refinement of communications
  - v. Preparations for next year
  - vi. Full enrollment next year at 190; not fully funded due to TKK enrollments
  - vii. More conversations regarding the adolescent program - lots of enthusiasm; white board/planning session - 5/25/2018
- c. Outreach Report - None
- d. Finance Report - Michelle
  - i. Change of payroll period from once monthly to twice monthly
- e. Facilities Report
  - i. Updates regarding building lease and meeting with landlord

## **H. BOARD BUSINESS**

- a. Discussion & Action: 2016 Tax Return Approval
  - i. Response of, "No" on item 11f of page 3
  - ii. Remove last sentence on page 32, 2nd paragraph
  - iii. Remove last sentence on page 2, 4a (we do not have it anymore)
  - iv. With correction of above items, Eresa moved to approve the 2016 Tax Return with a second from Ruben, and unanimous consent. Motion passed (5-0-1).
    - Aye: 5
    - Nay: 0
    - Absent: 1

## **I. ADJOURNMENT**

- a. Norman moved to adjourn the meeting at 6:59 PM. The motion passed with unanimous consent (5-0-1).
  - i. Aye: 5
  - ii. Nay: 0
  - iii. Absent: 1

## **Future Meeting Dates:**

- June 22, 2018 - 1:00 PM (Finance Committee Meeting)
- June 26, 2018 - 6:30 PM

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**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  
June 26, 2018  
6:30 PM

Board Approved  
08/08/18

**MINUTES**

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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.

**Location(s):**

- ☐ RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954

**A. CALL TO ORDER**

1. Norman called the meeting to order at 6:41 PM.
2. Directors Norman Lorenz, Ginny Hautau, Tim Lohrentz, and Eresa Puch were present. (Absent: Ruben Mejia and Eva Covarrubias)
3. Staff present: Kelly Mannion - Executive Director, Michelle Leonard - CBO, and Julie Carolan - Administration and Communications Manager
4. Community: Carolyn Duffy, Yuba Guide

**B. READING OF RMCS MISSION & VISION**

1. Michelle read the Mission and Vision statements.

**C. APPROVAL OF AGENDA**

1. Meeting Agenda was approved with unanimous consent (4-0-2).
  - i. Aye: 4
  - ii. Nay: 0
  - iii. Absent: 2

**D. PUBLIC COMMENT - None**

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**E. APPROVAL OF May 8, 2018 MEETING MINUTES**

1. Minutes of the May 8, 2018 Board meeting were approved with a motion from Ginny, second from Norman, abstention from Tim (not present on 5/8/2018) and unanimous consent. The motion passed (3-0-2).
  - i. Aye: 3
  - ii. Nay: 0
  - iii. Absent: 2

## **F. COMMUNICATIONS**

1. Foundation/Fundraising Report - None
2. RMCS Executive Director's Report - Kelly
  - i. Positive school year 2017-18; Affirmations from family surveys, very high numbers of satisfaction
  - ii. Current enrollment 2018-19: 189 - includes 6 unfunded TKK
  - iii. Materials assessment and inventory
  - iv. Review of policies
  - v. Upper EL summer planning has included curriculum mapping; UE calendar established, strategies to improve communication of children's work and accomplishments, invite families to participate in seeing and understanding their learning
  - vi. Administration streamlining tasks
  - vii. Charter renewal preparations
3. Outreach Report - None
4. Finance Report - Michelle
  - i. Focus of time and skills on finance and realignment of duties
  - ii. Michelle will be working fewer hours with RMCS and will be working with another charter school; ensures change will continue to effectively support the finance needs of RMCS
5. Facilities Report - None

## **G. BOARD BUSINESS**

1. Discussion & Action: 2018-19 Budget Review & Approval
  - i. Michelle presented to the board the 2018-19 Budget for review and approval with some updates after the Finance Committee meeting on 6/22/2018.
  - ii. The 2018-19 Budget was approved with a motion from Tim, second from Norman, and unanimous consent (4-0-2)
    - a. Aye: 4
    - b. Nay: 0
    - c. Absent: 2
2. Discussion & Action: Education Protection Account
  - i. The Education Protection Account use of funds was approved with unanimous consent (4-0-2).
3. Discussion & Action: 2018-19 LCAP Approval
  - i. Kelly presented the 2018-19 LCAP. RMCS maintains values and authenticity in spite of some restrictions in the LCAP process and template documentation as it applies to RMCS. The school maintains internal integrity with consistent goals and actions that work for all stakeholders.
    - a. Unmet areas:
      - CAASPP - materials and strategies are already in place for 2018-19 (reading and writing)
      - Attendance - Admin has taken ample time to communicate with families; RMCS reached 94%, higher than state average (LCAP requires 95%) and promotion of Independent Study and other supports for families. The Sonoma fire tragedies caused a lot of burden to many families.

- ii. Norman emphasized the documentation of special education strategies and individualization. He also celebrated the increase of community outreach.
  - iii. Greater participation rate in family surveys and expressed happiness with the school and teachers.
  - iv. The 2018-19 LCAP was approved with a motion from Norman, second from Ginny, and unanimous consent (4-0-2).
    - a. Aye: 4
    - b. Nay: 0
    - c. Absent: 2
4. Discussion: Charter Renewal / Jr. & Sr. High Update - Kelly
- i. Renewal of charter in 2019 while adding junior and senior high school is in the process of review, editing, and mapping out of schedule. The charter renewal process is same as last time.
  - ii. Jr. & Sr. High School update:
    - a. Timing and outreach promotion - many community members have offered help in marketing
    - b. Design of program, implementation, and needs for thoughtful decision-making regarding process and potential structures of organization
5. Discussion & Action: New Community Member Interview and Approval - MOVED TO NEXT BOD MEETING
- i. Discussion & Action: Updated or New Policies for Review and Approval
    - a. Independent Study Policy & Form / Contract - Updated
      - The updated Independent Study Policy & form / contract was approved with a motion from Tim, second from Eresa, and unanimous consent (4-0-2).
        - i. Aye: 4
        - ii. Nay: 0
        - iii. Absent: 2
    - b. Homeless Policy - NEW
      - The new Homeless Policy was approved with a motion from Eresa, second from Tim, and unanimous consent (4-0-2).
        - i. Aye: 4
        - ii. Nay: 0
        - iii. Absent: 2
    - c. Registration of Visitors / Guests - NEW (as policy)
      - The new Registration of Visitors / Guests policy was approved with a motion from Tim, second from Norman, and unanimous consent (4-0-2).
        - i. Aye: 4
        - ii. Nay: 0
        - iii. Absent: 2
    - d. Admissions & Enrollment - Updated
      - The updated Admissions and Enrollment policy was approved with a motion from Norman, second from Tim, and unanimous consent (4-0-2).
        - i. Aye: 4
        - ii. Nay: 0

- iii. Absent: 2
- e. Educational Records and Student Information - Updated
  - The updated Educational Records and Student Information was approved with a motion from Norman, second from Eresa, and unanimous consent (4-0-2).
    - i. Aye: 4
    - ii. Nay: 0
    - iii. Absent: 2
- f. Sexual Harassment and Procedures - NEW (as policy)
  - The new Sexual Harassment and Procedures policy was approved with a motion from Norman, second from Ginny, and unanimous consent (4-0-2).
    - i. Aye: 4
    - ii. Nay: 0
    - iii. Absent: 2
- g. Immigration Enforcement Policy - NEW
  - The new Immigration Enforcement policy was approved with a motion from Norman, second from Eresa, and unanimous consent (4-0-2).
    - i. Aye: 4
    - ii. Nay: 0
    - iii. Absent: 2
- h. Immigration Enforcement Policy Related to the Detention or Deportation of a Student's Family Member - NEW
  - The new Immigration Enforcement Policy Related to the Detention or Deportation of a Student's Family Member was approved with a motion from Eresa, second from Ginny, and unanimous consent (4-0-2).
    - i. Aye: 4
    - ii. Nay: 0
    - iii. Absent: 2
- 6. Discussion & Action: 2018-19 Board Meeting Schedule
  - i. 2018-19 Board Meeting Schedule:
    - a. August 8, 2018
    - b. September 13, 2018
    - c. October 11, 2018
    - d. November 8, 2018
    - e. December 13, 2018
  - ii. 2018-19 Board Meeting Schedule was approved with a motion from Norman, second from Eresa, and unanimous consent. The motion passed (4-0-2).
    - a. Aye: 4
    - b. Nay: 0
    - c. Absent: 2

## H. ADJOURNMENT

- 1. Norman moved to adjourn the meeting at 8:36 PM. The motion passed with unanimous consent (4-0-2).
  - i. Aye: 4

- ii. Nay: 0
- iii. Absent: 2

## **I. FUTURE AGENDA ITEMS**

1. Norman encouraged the board to read, "The Book of JOY"

### **Future Meeting Dates:**

- August 8, 2018 - 6:30 PM
- September 13, 2018 - 6:30 PM
- October 18, 2018 - 6:30 PM
- November 8, 2018 - 6:30 PM (Board-hosted Community Forum)
- December 13, 2018 - 6:30 PM

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