

BOARD OF DIRECTORS – Minutes

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.rivermontessori.org.

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

REGULAR MEETING: January 11, 2011

A. OPENING

Time: 6:30 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Norman Lorenz, Julie Parnow, Kim Zeunert-Mattison, Beth Laurence,Carolynn Di Guiseppi

B. APPROVAL Agenda/Additions

C. Approval of minutes from 12/14:

M: Kim Z. S: Julie P. A:7 N:0

D. PUBLIC COMMENT:

Maria (parent, 2 children) stated that the Old Adobe School District didn't have a no nut policy, and that it seems punitive, and asks that it be put to a simple vote of the parents. Christina responded that, since the board passed a policy giving the administration the responsibility of setting the nut practice and procedures, Maria should take it up with Kelly.

E. Director's Report

Enrollment is at 124.

CALPADS (California Longitudinal Pupil Achievement Data System, the statewide data collection system, is due soon.

We had a lovely first week of school following the break. There's a nice spirit and energy at school.

Working on assessment and STAR prep; teachers have a full work day this Friday—will be making sure that they are on track, that nothing is missed by the end of the year; ensuring 3rd graders have what need to go into upper el. Report cards will come out at end of month, admin elected not to revamp report card now (some parents found it confusing last year); the discussion was tabled until next year because of other things on admin's plate.

Governance: Making sure we have the policies in place for admissions, enrollment.

Applications for next year opened today. Suggested process is to come to prospective parent mtg and take a tour. Promotores has volunteers to translate for Spanish speakers. The lottery is March 21 at 5:00 pm; the deadline is 5 pm on March 18. Letter to existing parents re: sibling enrollment will go out soon and will be due in February.

P1 reporting is done. Quarterly benchmark is due. Budget is due tomorrow.

We may be able to get \$125,000 additional funds from PSCGP (Public School Charter Grant Program). There's a January 14 deadline.

Norman mentioned that Prop 55 funds going by lottery now, not just jurisdiction of school and whether it's decreasing or increasing enrollment.

Kelly would like to offer better insurance to faculty. Wants to consider changes to matrix.

Wendy has lot on her plate this month as HR/finance, with W-2s, W-9s work.

We received a generous \$10,000 donation from the aunt and uncle of someone in our community, who had lost a loved one and made the donation in their memory. The donation was routed through the foundation.

Two new people were hired for river crew; River Crew are wages paid for by program fees.

Kelly is working on the parent survey and it will come out soon. She had hoped it would come out in December, but it didn't get done because of enrollment and other work. Kim would like to see survey before it goes out; she has some questions to suggest; she will get in touch with Kelly

Tim asked if there's anything board can do this month to help since admin has so many responsibilities this month.

Norman asked about SELPA, TES (Total Educational Solutions). Kelly had meeting with Tammy from El Dorado SELPA person today. We can reduce costs with providers; she offered other helpful information. Tim asked how it works with special education workers not being Montessori trained. Lendri Purcell, our resource specialist (special education coordinator), said kids usually want to leave the classroom at other schools to go to special ed but here they don't want to leave because either they don't want to stop working or they think they'll miss something exciting.

Julie commented that the newsletters have been informative and helpful.

F. NEW BUSINESS

1. Discussion and Possible Action - 2011/2012 School Calendar

In developing the calendar, Kelly wanted to fulfill our charter by becoming a year-round school. It behooves us to align with other local schools on a year-round calendar for

support services, matching vacations for other siblings. We should have a disclaimer that we reserve right to make changes to calendar in case of changes in state law or policy.

The calendar now has 175 days; only 170 days are required. Looking at attendance, the 2nd worst day of attendance is Nov 1, so we decided to shut down Nov 1. Also, there's a low rate of attendance following conferences—families taking time off?

Half days were hard during conferences this year, so Kelly made two full day conferences instead of a larger number of half days.

Fridays will have a 12:00 noon release instead of 1:00; Fridays have been very hectic to get lunch and play done by 1:00; some parents pull out early anyway. Pizza day will be moved to another day. Caveat: if we decide to participate in school lunch program in the future, we would have to put back Friday lunch and release at 1:00.

Norman & Tim would like to discuss issue of free and reduced lunch program at a later point. Kelly thinks right now we have a population of less than 10% free and reduced lunch. Discussion of when P1/P2/ADA reports affect calendar.

Beth raised concerns about Columbus Day and Patriots Day. It was mentioned that Berkeley and Sebastopol call Columbus Day Indigenous Peoples Day. Kelly said it wouldn't be a problem to call Columbus Day Indigenous Peoples day. Patriots Day was removed from the calendar.

Beth also raised the possibility of mentioned moving the start date a couple of days later this year and changing Christmas vacation from 3 weeks to 2 ½ weeks to make the vacation consistent with future years. Christina would like to approve at least this year's calendar as is with just changes to Patriots Day and Columbus Day.

M: Kim Z. S: Julie P. A:7 N:0

2. Discussion and Possible Action - Payment Agreement with McDevitt & McDevitt Construction Corp

Christina worked with Wendy to set the payments date, and cash flow does allow for it.

M: Tim L. S:Carolynn D. A:7 N:0

3. Discussion and Possible Action - Upper Elementary Field Trip Approval

Deanna would like to take kids to ROSS, Residential Outdoor Science School, for four nights, May 23-27, in Mendocino Woodlands, for environmental, community, self-esteem, work, challenge course, etc.

The trip costs \$175 per child; school can't cover it; parents have to pay for it; Deanna has talked to Kelly re: ways to raise money for families who can't afford it; children can help fundraise. School would be responsible for any shortfall (Foundation has expressed some intention of helping but not taking responsibility). Board has to buy \$50 insurance rider for trip. Carolynn wondered if it could be a 3-day trip to save money.

Future trips could be space camp, Tall Ships, Balclutha sailing ship on SF Bay (Deanna is on reservation list for Balclutha for next year).

Kids whose parents choose not to send them would be on Independent Study. The kids and classes could raise money all year to go toward trip costs, and what isn't covered can be split by families with children going on trip.

Motion to approve:
Offsite field trip
Insurance policy
To cover cost of scholarships

M: Julie P. S: Tim L. A:7 N:0

4. Discussion and Possible Action - Board Statement of Economic Interests—California Form 700

Kim questions whether we all have to file it. Because the school receives Dept of Ed funds, board members have to file it; we are like elected officials of a public agency; and attorney says all board members have to file. Tim said they are filed with the county clerk's office in case there is a complaint of alleged conflict of interest. Board members should bring Form 700, sealed, to the next meeting.

H. COMMITTEE REPORTS

1. Foundation Report

The foundation has donated \$30,000 so far to school this year. The auction event is coming up in spring, probably early May.

2. Finance Committee:

The finance committee looked at long-range issues and the long-term budget. There are some key issues to discuss as finance committee before having board have full discussion on the 4-year budget:

- Class size as fits in with Montessori ideals (for when River gets CSR again)
- Adapting facilities to class sizes
- Maximum enrollment for school (projected at 180 in 2012-2013; one projection has enrollment going up to 230 in 2013/2014, which is outside what charter called for).

Full discussion planned for next board meeting.

Norman notes that MLC wants to be involved in discussion during that finance committee meeting so they can discuss curriculum values and space considerations at the same time; we need to look into Prop 55 lottery money more. Norman says somewhere between 25-30 per class is good for Montessori. Norman said for CMP, he studied it and found fiscal solvency is good at enrollment of 325 for K-8 (with 1-2 admin principal types, 6-hour resource people on site).

ANNOUNCEMENTS

Lisa Cor could do training on Brown Act at next board mtg by Skype, probably at 6:30 for 45 minute training.

K. ADJOURNMENT: approx. 8:08 pm

River Montessori Charter School does not discriminate against any pupil on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, 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).

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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: February 8, 2011

A. OPENING

Time: 6:30 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Norman Lorenz, Julie Parnow, Kim Zeunert-Mattison, Beth Laurence

B. APPROVAL of Agenda

C. APPROVAL: minutes from 1/11

M:Julie S:Norman A:6 N:0

D. Board Training

Andrea Sexton from MYN law client gave a training on the Brown Act and conflicts of interest.

- When a majority (4 or more) board members meet, it's covered under Brown Act.
- Agenda should have a 20-word description of each topic up for discussion.
- Meetings don't have to be in Old Adobe School district.
- Emergency meetings can be called for strike or natural disaster.
- There is no deadline for doing minutes; keep minutes in a binder.
- Put process in place for public to suggest agenda items.
- If during public comment an angry speaker speaks, encourage them to use the complaint process, to respect others, and not to defame (slander) anyone.
- If complaints or charges about an employee are to be heard by the board, must give employee 24-hour written notice. If employee requests that it be heard in open session instead of closed, it must be or the closed session vote is void.
- Salaries are to be discussed in open session.
- A person (or attorney general) has 30 days or 90 days (depending on violation) to complain that you need to correct a violation of the Brown Act.
- Brown Act has cure provisions--you get a do-over; for example, if you talked about non-agendized items, you can repost an agenda; if you discussed

something in closed session, you can bring it into open session.

- Knowing violations of the act can be misdemeanors with criminal penalties.
- Don't take minutes in closed session (or if you do, they should be in a separate, confidential book—but don't). Just announce the decision in the open meeting that directly follows the closed session, with a roll call of who voted for what.

- If a board member has a conflict of interest under the Political Reform Act (PRA), disclose the conflict, recuse yourself, and reflect it in the minutes.
- Get RMCS's conflict of interest code approved by our code reviewing body –the county board of supervisors. They will ask us to update it every two years.
- Board members need to fill out Form 700s; how much we need to fill out depends on what conflict of interest code says. County will decide whether to keep Form 700s at county office or at school. Form needs to be filed by April 1. We need to call clerk of the county school board, ask what they require, and whether they can approve it before April 1.
- The Fair Political Practice Commission has good info on their site (fppc.ca.gov) regarding PRA and Form 700.
- Section 1090 has more rules on conflicts of interest (but probably doesn't apply to charter schools): Nutshell: If one member has a financial conflict of interest, whole board has a conflict, and can't vote on it; if the board did approve it, could be reversed and all conflicted monies would have to be paid back.

E. PUBLIC COMMENT:

Yaana Nieuwboer-Bas wants to see a policy about public adding agenda items.

E. Director's Report

We've been getting positive feedback from parents, visiting montessorians
Talking about self-governance with children; children need peacekeeping skills first.
Working on STAR test prep; which materials are in which rooms; what can be shared;
what purchases need to be made.

Star testing window: April 25-29 (through May 4? If needed); obtained spectrum materials for 3rd-5th grade; plan in place for 2nd graders.

Kelly placed on WASC (Western Assoc of School and Colleges) team for accreditation, a 3-member team that will be reviewing another public Montessori for accreditation (required to get wasc accreditation as part of federal grant).

Kelly will be meeting with superintendent of Old Adobe.

Letters went out to staff re: whether they will be pursuing placement for next year.

HR: PTO policies need to be redone, matrix reconsidered, job descriptions refined.

Tardiness letters went out to those with an average of one tardiness per month or more.

We have a full schedule of prospective parent mtgs; tours for prospective parents have been packed.

Kelly and Leslie worked on getting a grant for facilities.

We received 75% of \$62,000 of the facilities grant, reimbursement for 2009-2010 year; received \$45,000 this month.

PSCGP (public charter school grant program) (P&I grant)—we submitted for an increase (\$125,000) in January, waiting to hear; we would be maxed out at \$575K.

Brought extracurricular program in house (no longer by volunteers) to give streamlining and efficiency.

Another work day on Saturday; work days have had small groups but have made some important transformations.

Communication is going out to parents but parents aren't necessarily seeing all of it/reading all of it.

Survey was great feedback; overwhelmingly positive.

- 50% overall response
- 92% happy at River
- 70's% some Families hoping for better communication
- 90% happy with admin
- 90% River is supporting emotional development of child
- Recurring theme: my child is happy and loves learning, enjoys going to school
- Recurring theme: physical ed program, outdoor space needs improvement

Kelly will work on website improvements with new designers.

Tim: City shutting down some trails in Ellis creek because of endangered rail clapper.

F. NEW BUSINESS

1. Discussion and Possible Action - SARC approval

School Accountability Report Card (SARC)—problems with the state data—couldn't complete the form with data from the state.

2. Discussion and Possible Action - Approve 2009 Form 990, annual nonprofit tax form.

M: Norman S: Kim A:6 N:0

G. COMMITTEE REPORTS

1. Foundation Report: None.

2. Finance Committee: Finance committee was cancelled for February because agenda wasn't out 72 hours in advance.

H. ANNOUNCEMENTS

I. FUTURE AGENDA ITEMS

We should review lottery procedure for this year.

We should review committees next time; maybe the policy committee could meet after the finance committee mtg (need access to public records policy; public suggesting records policy).

I. ADJOURNMENT: 8:08 pm

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REGULAR MEETING: March 8, 2011

A. OPENING

Time: 6:36 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Norman Lorenz, Julie Parnow, Kim Zeunert-Mattison, Beth Laurence,Carolynn Di Guiseppi

B. APPROVAL of Agenda

C. APPROVAL of Minutes from 2/08

D. PUBLIC COMMENT

E. Director's Report

Curriculum report

Staff are preparing for conferences, checking inventory.

State writing exam for 4th and 7th grades next week; teachers doing star prep for start tests in late April.

Admin is doing an in depth review of record keeping, yearly planning, report cards-eliminating redundancy for teachers.

3rd year students are visiting upper el this week in groups so they know what to expect next year.

Kelly is going to California Montessori Project to sit on WASC accreditation committee next week, Sunday through Wednesday.

Admin is working on bridge program in July for transitioning new students to become acquainted with Montessori.

Admin is reviewing River Crew; Grant Committee agreed to research care funding for River Crew & for breaks.

Admin creating written standard operating procedures and best practices.

Parents have been working on facilities every weekend; school hasn't had to spend any money on the recent aesthetic improvements. Workdays are once per month now.

Upcoming events

Upper el students developing projects for earth day.

Earth day walkathon on April 22 by Green Team.

Leadership committee will be working on establishing a relationship with PRBO (Point Reyes Bird Observatory).

Admissions & enrollment

Enrollment is currently 126.

March 18 is deadline for applications for 2011-2012.

Likely we will have a lottery on the 21st at 5:00; we will do it in house since our charter gives us clear guidance. Order of lotteries: Siblings (if necessary), founding families (if necessary), in district/out of district combined, with preference weighting for in district. Parents receive an acceptance letter and must commit and sign and return letters within 3 days. We will be taking 35-39ish first graders, plus any attrition from other levels. Application process stays open all summer; if school is full, children go on wait list. Admin is working with foundation to put good systems in place for communication. Working on how parents can communicate with each other in PTSA.

Have had great discussions at pre-foundation meeting gatherings.

Watch me work night is coming up on Tuesday at March 15 for all classrooms.

Foundation working on generating money for teacher professional development. This year, working on doing some teacher appreciation, such as lunches during conference days.

Contracts for teachers may be ready for approval at next board meeting.

Norman knows of a school closing with Montessori materials available in Canada; Kelly will connect with them.

Melanie at 4cs may have Title V vouchers for families who are income-eligible for after school care, to be used at River Crew.

Bernie at CMP has a grant for students who are in need of homework support after school.

Out of 40 families who had a tardiness problem, 9 have contacted Kelly to talk about it. Tardiness problem has improved since letters went out.

Bridge program: Tim was wondering if bridge program would need financial or volunteer resources. Kelly could do a day, teachers could do a couple of hours to meet the children.

F. NEW BUSINESS

1. Discussion and Possible Action – 2nd Interim Report & multi-year budget
We received \$125,000 for additional federal planning & implementation grant (PCSGP);

this money may come April or May (had gotten \$387.5K last year) (\$575 total all years).

2nd interim report technically includes only income and expenses from July 1 thru January 31, but \$125K is significant, so Wendy mentioned it here.

Wendy did two budgets, A and B (B is worst case scenario budget, depends on whether tax extensions will pass with Governor's budget). Multi-year budget B includes much lower numbers for ADA in case state budget decreases it, so we can still meet obligations.

Kim: Expressed concern when Wendy said cash flow gets low because we don't always get grants and other monies when expected. If cash gets too low, we can defer Mcdevitt construction payments.

Norman: Important to educate parents about importance of advocacy for Prop 98 funds

Tim: Have we gotten lottery funds, and are there limits on how we can use them (for books and instructional only?) Wendy: There are two lottery funds; only Prop 20 is restricted to textbooks and materials. Norman who knows a school who got a waiver to use lottery funds for Montessori materials.

Motion to pass multi-year budget B and 2nd interim report:

M: Kim S: Tim A:6 N:0

2. Discussion and Possible Action - Creation of Policy Committee

Tim, Julie, Beth will be on the policy committee and will first address how the public can put items on agenda, and how board members should put items on the agenda too.

3. Discussion and Possible Action - Approval of contract between River Montessori Charter School and Total Education Solution

River is going to contract for special education with TES (a group that works by contract with charter schools) since it can be hard to find spec ed teachers; the TES contract doesn't commit us to any minimums, unless we use specialists. We are free to use local people outside of TES too. Norman has extensive experience with them and El Dorado SELPA is on board with them. Not unreasonably priced.

M: Julie S:Carolynn A:6 N:0

G. CONSENT ITEMS

Budget transfers to adjust differences between actual numbers and projected numbers

in revenue from state, and an increase in P&L insurance.

M: Norman S:Julie A:6 N:0

H. COMMITTEE REPORTS

1. Finance Committee: From Tim: School has made a big transition in having a full-time business manager & HR person on staff so that finance committee and board are no longer needed to prepare the reports and can play the proper role of providing oversight and doing long-term planning. See finance meeting minutes from 3/2/2011 for details from latest finance committee meeting.

2. Foundation Report: RMCS received \$12,000 from foundation last month, which brings us to \$42,000 for the year. Foundation is unsure whether there will be a spring fling due to questions about the budget, cost, and communication about the event.

I. ANNOUNCEMENTS

J. FUTURE AGENDA ITEMS

K. ADJOURNMENT: 8:08 pm

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REGULAR MEETING: April 12, 2011

A. OPENING

Time: 6:30 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Julie Parnow, Kim Zeunert-Mattison, Beth Laurence,Carolynn Di Guiseppi

B. APPROVAL of Agenda

C. APPROVAL of Minutes from 3/08

M:Julie S:Kim A:6 N:0

D. PUBLIC COMMENT

None

E. Director's Report

Admissions & enrollment

Budget is set for 163 total enrollees; 170 enrollees have been accepted; plus we have a waitlist. Registration packets due from new enrollees in May.

Talent show was a complete success; about 25 children participated.

Preparing for an orientation date before school starts to orient new families to Montessori, and may assign mentoring families who are very familiar with Montessori to guide new families.

Facilities

Waiting for news from state on budget.

Girl's bathroom light now shuts off.

Upper el rooms will be expanded—we may knock out wall of science room.

Wendy found copier agreement that costs ¼ as much.

Admin is looking at budget from past year and actual costs and seeing what worked and what didn't.

Annual CDE site visit will be May 19, 20.

Financial & HR

Tax exemption application: tax preparer urged completion of 501(c)3 status for school (foundation already has the tax exemption).

Admin has toyed with idea of freezing, or reducing salaries, in case state budget is bad
Faculty is having discussions over what they would like to have priority in case of budget cuts (e.g., salaries, benefits, assistants, PE teachers).

Wendy prepared two budgets, A and B. B is worst case scenario, though Budget B didn't include construction costs for removing upper el wall (but it also has a 2% salary increase; also didn't include PE teachers).

Need to revise job descriptions; for instance, Leslie turning into registrar, reporting specialist.

No official offers made to returning teachers yet; but certificated teachers would had to have received a notice in March if they weren't invited back for next year.

Wendy is looking at big ticket items to save money.

Insurance will need to increase for next year due to increased numbers of students, employees, river crew. Wendy will be re-negotiating insurance plans; getting quotes for property & liability insurance.

Lease will cost 92K more next year (we had a good deal of free rent this year). We are meeting with landlord over misc. charges in common area features to try to get a reduction.

Misc

Kelly attended WASC accreditation; saw mounds of documentation needed and how WASC wants to see systems put in place; our application due at end of month.

Kelly 's goal is to have better functioning website before beginning of new school year.

June board meeting may be June 28th, not 14th, since we may not have budget from state until then.

F. NEW BUSINESS

1. Discussion and Possible Action – At-Will Employment Agreement –
Classified and Certificated
Board reviewed agreements.

M: Tim S:Kim A:6 N:0

G. CONSENT ITEMS

None

H. COMMITTEE REPORTS

1. Finance Committee: Finance committee didn't meet due to lack of 72 hour notice, but next time, will look at issues with implications for finance, to prepare info and questions for full board, like facility changes for next year and what enrollment will be for year 5.

Form 700s went in; directors will have to submit them every year.

County approved RMCS's conflict of interest code.

Wendy to spoke to someone at charter division who feels like ADA limits and revenue limits are at a 15-year low, and can't drop anymore; K-12 may not get hit too hard by new budget cuts, state may concentrate cuts on college-level education. Brown seems somewhat protective of schools budget.

Finance committee may want to approach the advocacy committee about the state budget cuts and encourage people to agitate.

2. Foundation Report: Talent show was well attended; foundation working on BBQ second week of May 14 to replace dinner auction.

Foundation wrote check for \$8,000, have completed \$50K commitment.

Foundation wants to know what is expected of them next year; worried that we wouldn't have made this year's commitment without the generous \$10K donation (though it was noted we still have two months left and a few fundraisers).

Kelly suggests we talk to foundation about their commitment for next year, a standard monthly contribution to the school, and regarding their voting how to spend money once they've met their commitment to the general operating budget.

53 families are sustainers, out of about 110 families; the foundation is doing a study on who is sustaining—newcomers, those with two or more children, people who have been here two or more years?

Foundation should be familiar with RMCS's budget; Wendy hasn't been asked to present any information to foundation. This is something we should set up for a future foundation mtg. Time will talk to the foundation chair about adding an agenda item to a foundation mtg on our budget and their contributions.

3. Policy committee report:

Julie and Beth are working on board meeting and board operations policies. We do have a practice in place for members of public to submit agenda items.

I. ANNOUNCEMENTS

None.

J. FUTURE AGENDA ITEMS

Wendy: PTO (paid time off) policy will be ready for review next month.

K. ADJOURNMENT: 8 pm

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REGULAR MEETING: May 10, 2011

A. OPENING

Time: 6:30 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Norman Lorenz, Julie Parnow, Kim Zeunert-Mattison, Beth Laurence,Carolynn Di Guiseppi

B. APPROVAL of Agenda

C. APPROVAL of Minutes from 4/12

M:Julie S:Tim A:7 N:0

D. PUBLIC COMMENT

Deanna Byrne, parent of a 1st grader, asked whether the current teachers will be returning to River and expressed her concern for projected larger class sizes. She asked if it would not cost us money to increase the building size to accommodate the increased number of students.

E. Director's Report

Admissions & enrollment

Registration packets have gone out to parents; students must return them by May 25.

Upcoming events

State visit from CDE is next week; there is a clean up/work day Saturday to finish painting and spiffing up school.

Upper el is covered for field trip expenses; 90% of the funds needed for the trip have been collected through the walkathon and donations from parents. The school will probably not need to cover any shortfall.

F. NEW BUSINESS

1. Discussion and Possible Action – Paid Time Off

Agreements and handbook don't have consistent language. Changing wording on policy on paid time off to clarify that PTO cannot be rolled over year to year and to change the accrual wording. Teachers get 10 PTO days per year and unused time expires at end of year. The policy was not in hand to review, so the Board felt that since this item required making changes to a board-approved policy, this should be tabled until next time.

2. Discussion and Possible Action - Review of School Board Meetings Policy

Changes to the draft policy were suggested, and will come to a vote at next meeting.

G. CONSENT ITEMS

H. COMMITTEE REPORTS

1. Finance Committee:

The enrollment for the next three years in the multi-year budget are 163, 181, and 230, respectively, but the finance committee and board recommend instead that the school level off at 180 due to facilities constraints. For next year, the upper el will be expanded: the barriers will be pushed out; a wall separating the resource rooms may be knocked down; taller or more sound proof barriers are being investigated. The lower el classrooms may be expanded too; Libby's room will be expanded.

Classroom assistants will be added for all classrooms. Two full-time upper el assistants are certain; the 4 part-time lower el assistants will depend on budget; may have to be lowered to 1 between the 4 classrooms until there is clarity from state on budget. Also, the number of assistants depends on whether we hire a music teacher or a P.E. coordinator.

Norman: Prop 55 lottery money being released; \$26 million will be released next year.

The play in the budget is in student materials, classroom assistants, and PE & music teachers. The committee previously prioritized classroom assistants, music,/PE, and then materials. Budget Plan B includes money for 2 full-time assistants; 4 part-time assistants, and \$10K for music (or PE).

Finance committee will meet with foundation to clarify needs.

Tim completed the tax exemption application with help from Wendy and Beth and it was submitted 5/9/2011.

The city had forced us to do a traffic study before River opened, it was valid for two years. Christina will approach city on how they want us to renew the study; hopefully they won't need to do a new study, which was \$8,000-\$10,000. Norman asked whether as a public school we should be required to have a use permit (which traffic study was required for).

Wendy & Christina met with the owners; they will look at the history of common area maintenance fees and see if they can reduce some costs. They will also look at our insurance to see if we are overlapping insurance with the landlords unnecessarily, which could save us significant money.

2. Foundation Report:

Foundation meeting was held at lunchtime; 15 children attended. Some news: Upper el children tired of getting cold pizza on pizza day and may come up with a solution. Children will start to be foundation reporters.

Julie is working with Stephanie Daniels to take over her chairpersonship at beginning of next school year.

The BBQ and rummage sale were canceled due to the site visit and lack of storage for sale items.

I. ANNOUNCEMENTS

June Board meeting is June 28 due to the fact that we won't have state bidget before then (and may not by then either).

J. FUTURE AGENDA ITEMS

Two policies to be voted on: PTO policy and board operations policy.

Budget for 2011-2012 to be voted on.

Discuss setting up board training.

Norman will start review process for Kelly; has form for Kelly to give feedback.

K. ADJOURNMENT: approx. 8:00pm

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BOARD OF DIRECTORS – Minutes

3880 Cypress Drive Petaluma, CA 94954 (707) 778-6414

REGULAR MEETING: June 28, 2011

A. OPENING

Time: 6:39 pm

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

Roll Call: Carolynn DiGiuseppi, Christina Isetta, Beth Laurence (via Skype), Tim Lohrentz, Norman Lorenz (via Skype), Julie Parnow, Kim Zeunert-Mattison

B. APPROVAL Agenda/Additions

C. APPROVAL Minutes 05/10/11 Approved M: Julie Parnow S: Kim Zeunert-Mattison
A:7 N:0

D. PUBLIC COMMENT

Marie Lehman, River Montessori Foundation treasurer, presented the school with a check for \$12,000.00. The Foundation voted to make this donation to the school in order to help to bring assistants to the classrooms. Marie also noted that the Foundation would like a list of priorities from the school/School Board as to what they would like to see funds raised for.

E. DIRECTOR'S REPORT: Director Kelly Griffith Mannion

F. NEW BUSINESS

1. Discussion and Action – 2011-12 Four Year budget Approved M: S:
A:7 N:0

The charter division, had facilities person called on Friday to say that RMCS not eligible for charter school facilities grant since not in an area with 70% or more receiving free or reduced lunch.

We saved \$11,000 on insurance this year.

McDevitt is still owed \$45,000 for construction.

Line item for assistants and music/P.E. teachers was 63, now it's 62.

[Edsource.org has a good article on budgets]

2. Discussion and Action – Review of School Board Meeting Policy

Approved M: Kim Zeunert-Mattison S: Norman Lorenz A:7 N:0

G. Consent items:

1. Action – Approval of contract with Boyle & Stoll CPAs estimated at \$10,000 to \$11,000.

2. Action – Approval of Workers Compensation Bind Order (at \$10,454)

3. Approval of Property & liability quote (at \$9,721)

All consent items were voted on at once. M: Julie Parnow S: Kim Zeunert-Mattison A:7
N:0

H. COMMITTEE REPORTS

Financial Committee (Tim) - Finance committee met last Thursday. Discussed cashflow. Cashflow management continues to be very conservative. Next Finance Committee meeting is Wednesday, August 1st.

Foundation – No report

Policy Committee – No report

[Beth Laurence dropped off Skype call for final time due to technical difficulties.]

I. Closed session:

Approval for the hire of Jean Hicks to replace Ashley Lapham in lower elementary classroom

Approval to hire 4 lower elementary assistants (part-time) and two upper elementary assistants (full time).

J. ADJOURNMENT

BOARD OF DIRECTORS – Minutes

3880 Cypress Drive Petaluma, CA 94954 (707) 778-6414

REGULAR MEETING: August 09, 2011

A. OPENING

Time: 6:30 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Julie Parnow, Kim Zeunert-Mattison, Beth Laurence,Carolynn Di Guiseppi

B. APPROVAL of Agenda

C. PUBLIC COMMENT

None

D. Director's Report

Curriculum/Extra-Curricular

Teachers are individualizing work plans

International day of peace coming up sept 21: Peace families and pinwheels for peace

Garden committee growing; guides have lots of energy to contribute outside of the classroom this year due to assistants and having systems in place

River crew is doing great; families are really liking how Montessori has been brought into river crew and the program in general; River Crew is planning fun days for those who aren't regulars.

Kelly is working with enrichment providers to set up enrichment classes.

Admissions/Enrollment

156 enrolled (62 upper, 94 lower)

Community

Parent education- Silent journey

Oct 19 The Science Behind the Genius

Foundation has been hosting nice community development gatherings

HR

PE and Music teacher candidates interviewing going on

Dates

External review by charter development center sept 12, 13 or sept 13, 14; for federal planning & implementation grant

CDE site review April 19,20

E. OLD BUSINESS

1. Discussion and Possible Action – PTO policy –
Vacation and sick time changed to PTO; hours expire each year.

M: Tim S:Kim A:6 N:0

2. Discussion and Possible Action – At-Will Employment Agreement –
Classified and Certificated
Board reviewed agreements; a few changes were suggested.

M: Julie S:Tim A:6 N:0

F. NEW BUSINESS

1. Discussion and Possible Action – SF Maritime overnight field trip for Upper
El
Deanna described the trip to the board, to take place in mid-January. Six parents
needed per class, with a required orientation.

Cost is \$80 per child, including the bus.

Upper el field trip dates: January 13 Yuba; January 20 Klamath.

M: Julie S: Kim A:6 N:0

G. CONSENT ITEMS

None

H. COMMITTEE REPORTS

1. Finance Committee:

Some changes are being drafted to the purchasing policy to better reflect the needs of
school.

2. Foundation Report:

The back-to-school BBQ had a great turnout and there is great energy coming from the
parents/community.

The welcome coffee was informative about events and the sustainer program; the
foundation is really working on getting more families to commit to the sustainer program.

The Rock for River fundraiser at Lagunitas is being worked on for Sept 18 at 1:00.

The Foundation has given the school \$13K to pay off the last payment of the construction loan. This is the first installment to come out of Foundation's commitment for the year.

I. ANNOUNCEMENTS

None.

J. FUTURE AGENDA ITEMS

None.

K. ADJOURNMENT: 7:41 pm

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BOARD OF DIRECTORS – Minutes

3880 Cypress Drive Petaluma, CA 94954 (707) 778-6414

REGULAR MEETING: September 13, 2011

A. OPENING

Time: 6:35 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Julie Parnow, Kim Zeunert-Mattison, Beth Laurence,Carolynn Di Guiseppi

B. APPROVAL of Agenda

C. Approval of Minutes from August 9, 2011

M: Kim S: Julie A:6 N:0

D. Director's Report

Curriculum/Educational Program

At end of "normalization," children are working beautifully.

CELDT (English language) Testing Complete

STAR Testing Results:

Majority of students at proficient and above

Kelly has compared year to year results for particular subgroups and is making recommendations on ways to better prepare students.

Kelly has ordered a new workbook program.

Plus the classes are doing drops in the bucket, practicing math facts

API Academic Progress Index was 849 (was 809 last year)

New Physical Education Program began two weeks ago; a new, more defined program with two teacher leads; plus upper el is running mile around building once a week

Visual & Performing Arts Program started today with Maria Jameau, experienced choir leader and music teacher. School performance will be in spring.

Conferences will be September 22, 23, 2011

Documentation Plan—want to be able to have state people read student assessments that Montessorians would be able to easily understand

Some students are coming in young, and the 1st grade curriculum is having to be backed up a bit for those children.

Extra-Curricular Programs

Discovery Courses begin October 11, 2011- chess, Spanish, etc

in addition to River Crew.
Fall Break Programs will include safari and legos.

Operations

Admissions/Enrollment

Current: 156 (LE 93, UE 63)

We are starting to see more inquiries now that traditional schools have been in sessions several weeks, we have openings for a few more students; starting to hold prospective Parent Meetings again

Awaiting Cumulative Folders on transferring children

Constantly working on keeping data going into CALPADS

Working on specifics of 2011-12 Outreach Program – dates, locations, content specific to community, translators, literature – to reach out to Latino community

Community

River Montessori Foundation just elected new officers; chance to establish new communication patterns if necessary

Monthly School Work Days have had very little participation

Next time is Saturday, October 15, 2011, 9-1 p.m.

Community Conversations have had low attendance (Open-Agenda Discussions with Executive Director) next one is October 11, 2011, 11:45 a.m.

Parent Education Events

Kelly has developed a yearly Schedule of Events

The first presentation (video and discussion) will be September 15, 2011, 5:30 p.m. *The Science Behind the Genius*

Website Release is soon

HR

Staff meetings are happening Friday.

Wendy is doing lots of research on benefits.

Dates/Events

Parent Education - *The Science Behind the Genius* September 15, 2011, 5:30 p.m.

Rock for River September 18, 2011, 1-5

International Day of Peace/ Pinwheels for Peace September 21, 2011

Parent Education- Montessori Math October 20, 2011, 6 p.m.

Talent Show November 5, 2011, 4-6 p.m.

CDE site visit April 19, 20, 2012

Christina wondered about getting child care for parent education nights. Kelly said that it's not a simple proposition because of younger siblings who don't yet attend River, but perhaps parents or the foundation could come up with a program.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Discussion and Possible Action – 2010-2011 Unaudited Actuals Report

Because our funds are consistently deferred, we have to manage cash flows conservatively and keep budget very tight.

Wendy explained about the year end Financial Report: a

All the cash hasn't rolled into FY12, as is common at this time of year among districts, so the ending balances are slightly overstated. For example, Resource 4610, the federal Public Charter School Grant Program, shows an ending balance of \$87,681 and by the nature of this Resource, it must be deferred to FY12. However, these funds are "restricted" and have been designated and spent in July through "to date" on things such as instructional materials, new furniture for the classrooms to accommodate additional students, upcoming conferences for staff, professional development & parent education materials, the panels to go between the two Upper EI classrooms and a removable floor in the multipurpose room, to name a few expenditures. ... I don't want it to be misconstrued that we have \$273,395 in cash. The numbers will settle in the next few days and I'm happy to distribute an updated report if the Board would like (sometime next week).

Approved. M: Tim S:Carolynn A:5 N:0 [Kim abstained]

2. Discussion and Possible Action – Review of Fence Proposals

City Fire Marshall is requiring temporary fence to become permanent.

Kenwood Fence \$6,458

Ahlborn Fence \$12,318

Christina would like to accept Kenwood's proposal

Tim would like it put into the budget

Approved. M: Julie S: Norman A:6 N:0

G. CONSENT ITEMS

None

H. COMMITTEE REPORTS

1. Finance Committee:

Went over purchasing policy

Wendy will have 1st interim report at finance committee mtg in November.

2. Foundation Report:

Rock for River coming up

New officers were elected

Lisa Baird is new chair

Margarite Karlson is new treasurer

A group is working on the talent show

Walk/run club on Monday afternoons led by Christina and Cindy

I. ANNOUNCEMENTS

None.

J. FUTURE AGENDA ITEMS

Board elections should turn out a new member to be placed at next board mtg

Star testing-performance progress requirements to be discussed.

Need discussion on how we know when Montessori is successful (no test results)-
CSDC auditor expects. this..

Wanting to see cash flow and up to date budgets at board mtgs and finance comm
mtgs.

Recruiting a new community member to the board.

K. ADJOURNMENT: 8:15pm

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BOARD OF DIRECTORS – Minutes

3880 Cypress Drive Petaluma, CA 94954 (707) 778-6414

REGULAR MEETING: October 18, 2011

A. OPENING

Time: 6:38 pm

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

Roll Call: Christina Isetta, Tim Lohrentz, Julie Parnow, Beth Laurence,

Also attending: Ginny Hautau, Kelly Mannion, Wendy

B. APPROVAL of Agenda

C. Approval of Minutes from September 13, 2011

M: Tim S: Norman A: 5 N:0

D. Director's Report

Curriculum/Educational Program

Upper Elementary students are really embracing their leadership roles

Admin is working on revising report cards

Admin is working on Lower Elementary/Upper Elementary Articulation

(Scope, sequence, curriculum and how it lines up with state standards, etc.)

Kelly will be setting up sixth-year (6th grade) presentation for families--an interactive discussion about how students are being prepared for middle school (this year it will be in November, next year it will be before school year starts)

Extra-Curricular Programs

River Crew Break Program Success; was profitable for school

Discovery Courses have low enrollment

Operations

CDE Site Visit Report- Met all Requirements (financial part is still awaiting finalization)

CSDC External Review- still awaiting report; Beryl was impressed with the student

engagement and self-direction and our sense of community; - Eric Premack was

impressed with our finances and the teachers being able to guide busy classrooms

using quiet voices over a long period of time

Recommend we continue with long-term planning and documentation and strengthening political contacts and media usage

WASC accreditation (Western Association of schools and colleges, a regional accreditation agency) will be a much longer term process. Initial report due by end of this year; our appointment will be in spring

Admissions/Enrollment

Current: 153 (LE 90, UE 63)

Prospective Parent Meetings/Outreach Ongoing

Still awaiting cumulative folders from other schools

This is a big season for state reporting: Calpads, cbest

Community

Directory coming soon

Events

Rock for River was a huge success

Kids are working hard on Upcoming Talent Show

Monthly School Work Days to change format

Each class will take an event from now on

next one is Saturday, November 19, 2011, 9-1 p.m.

Community Conversations/Open-Agenda Discussions with Executive Director

November 7, 2011, 6:30 p.m.

Kelly would love to have a board member there

Parent Education Events- Successful Start!

September's The Science Behind the Genius was a success

Coming up:

Montessori Mathematics: October 20, 2011, 6:00 p.m.

Montessori Language: November 16, 2011, 6:00 p.m.

Website Launched September 13, 2011 (right after board meeting!)

Norman mentioned API is missing from website

HR

Professional Development Day November 1, 2011 coming up

Finance

PCSGP Completed

Audit coming up-Wendy working hard

Matrix Research being done—Kelly is looking at different forms of compensation;
will present findings at Nov finance mtg

Long-term Planning: Kelly and Wendy working on

Dates

Monthly BOD Oversight Meeting with Director: October 26, 2011

(Norman and Kelly)
Finance Committee Meeting November 2, 2011

CSDC Leadership Update: November 7-8, 2011
CDE Site Visit: April 19, 20, 2012

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Discussion and Possible Action – New Officers. Christina welcomes Ginny Hautau as the newest member of our board. Christina Isetta resigned from the board. Tim took over as chair of the board meeting.

Tim moved that Julie become our next president.
Ginny seconded
A:5 N:0

Julie moved that Tim remain as treasurer
Norman seconded
A:5 N:0

Julie moved that Beth remain as secretary
Norman: seconded
A:5 N:0

G. CONSENT ITEMS

None

I. ANNOUNCEMENTS

Finance mtg needs to be changed—will be Friday nov 4 at 8:30

J. FUTURE AGENDA ITEMS

Jamie Walking bear may attend next meeting; is interested in board.
Add monthly checkin for the WASC accreditation

Board development should be discussed next time.

Discussion about test scores, Star API; need way to look at each student's progress in testing

How should we relate to preschool programs in area-more proactive in developing relationship?

Middle school – would like to check in with committee

Discuss board making contact with media, politics (early next year)

K. ADJOURNMENT: 7:50 pm

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BOARD OF DIRECTORS – Minutes

3880 Cypress Drive Petaluma, CA 94954 (707) 778-6414

REGULAR MEETING: November 8, 2011

A. OPENING

Time: 6:38 pm

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

Roll Call: Tim Lohrentz, Julie Parnow, Beth Laurence, Ginny Hautau, Norman

B. APPROVAL of Agenda

C. Approval of Minutes from October 18, 2011

M: Ginny S: Tim A: 5 N:0

D. Public Comment

None

E. Director's Report

None-Kelly is absent because she attended a charter school conference yesterday and today.

E. OLD BUSINESS

None.

F. NEW BUSINESS

1. Discussion and Possible Action –WASC

This discussion was tabled until Kelly returns.

2. Discussion and Possible Action –Norman's Role as Board Liaison to Director

Norman described his monthly meetings with Kelly; he originally took on duties because of his expertise in Montessori.

Board discussed it would like to streamline process and create more transparency, and that it might be more efficient and helpful for someone who is at school somewhat to meet with Kelly. Julie is going to meet monthly with Kelly.

A board member suggested that the staff and board should all have job descriptions.

G. Future Agenda items

The board discussed agenda items for its future retreat, tentatively scheduled in January.

K. ADJOURNMENT: 8:32 pm

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BOARD OF DIRECTORS – Minutes

3880 Cypress Drive Petaluma, CA 94954 (707) 778-6414

REGULAR MEETING: December 13, 2011

A. OPENING

Time: 6:38 pm

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

Roll Call: Tim Lohrentz, Julie Parnow, Beth Laurence, Ginny Hautau, Norman

B. APPROVAL of Agenda

C. Approval of Minutes from November 8, 2011

M:Carolynn S: Tim A:5 N:0

D. Public Comment

None

E. Director's Report

Kelly thanks staff and board for filling in while she was out. She feels better now and feels that she is capable of doing her full job; she just may be a bit slower at first.

Curriculum/Educational Program

STAR practice work to begin January 2012; we have received data driven-materials for preparation for STAR tests. (Learning that is needed for the STAR tests is taught from the beginning of the year.)

Purchased a proven Montessori Spanish program within classrooms, applying for related grant.

Volunteer Reading Specialist- Assessing, remediating, and strengthening skills

Increasing support time for Special Education – we have more students with IEPs

Increasingly mindful of needing measurable data- almost have new report cards ready

Admissions/Enrollment

Current 154 (LE 92, UE 62). More children coming in January.

We are current on passing cumulative folders onto other schools, still awaiting requests of other schools (we need to report this information to state).

Community

River Montessori Foundation collaboration – RMF changed meeting schedule- eliminated day time meetings

Monthly school work days new format a success; we had good attendance.

Invitation to BOD: Saturday, January 9 , 2011, 9 a.m. -1 p.m.

Next community conversations/open-agenda discussions with Executive Director:
January 9, 2012, 6:30 p.m. Parent Education Program has been well attended
Montessori Cosmic Education: January 25, 2012, 6:00 p.m.
Montessori Elementary Practical Life: February 15, 2012, 6 p.m.

HR

Faculty and staff surveys were given and results will be tallied and shared with board, but at a glance guides seem invested and happy
Regular Meetings with Faculty and Self-Assessment/Goal Setting for Growth

Board-Specific Dates/Events

Monthly BOD Oversight Meeting with Director: December 22, 2011
BOD Finance Committee Meeting: February 10, 2012
CDE Site Visit: April 19, 20, 2012
WASC Initial Visit Dates TBD

Kelly is working part-time from home currently.

F. OLD BUSINESS

None.

G. NEW BUSINESS

1. Discussion and Action –WASC

- Initial Report due December 31, 2011
- Staff is working on collecting documents
- Kelly feels process will go very smoothly

2. Discussion and Action- Approval of 2011-2012 First Interim Report

Shows break-even for the year; this is the first year we are without a charter grant, but we had a substantial savings from last year, so we're doing well.

Motion to approve first interim report:

M: Tim S:Ginny A:6

3. Discussion and Action- Approval of Field Trip & Transportation Permission and Waiver Form

Long discussion about the short waiver form required by our insurance company and then the much longer waiver/permission slip drafted by RMCS lawyers after Wendy requested advice on insurance company waiver form. Lawyers recommend we get this long form signed before each field trip, even walking field trips.

Beth L. did not think we should accept long waiver form as is; it is not necessary for it to be so long and have multiple redundant clauses. It could be done better, shorter, and with more compassion. And a longer form of this sort could be signed at beginning of year and referred to ("incorporated by reference") into each permission slip before each trip.

Tim and Carolynn also expressed reservations. Kelly's stance was that the long waiver form provided maximum protection for RMCS and the lawyers must think it's important to have all the clauses and for it to be signed before each trip if they drafted it that way and so we should use it. It was discussed and decided that we would vote on it for the upcoming Balclutha trip on 1/13, but then we would take another look at the form, possibly changing it before voting it into use for all field trips.

Motion to approve waiver form for Balclutha overnight trip only:

M: Julie S: Ginny A:5 N:0 Abstain: Beth, Carolynn

Marin Headlands Field Science Field Trip

Deanna described the 3-day (2-night) trip to the Marin Headlands for 4th and 5th levels in April; run by a company called Nature Bridge; with 3 adult chaperones plus teacher. It has a great reputation.

Cost with bus will be approx. \$265 per student, but upper el hopes to make \$1,000 at Earth Day Fair to help defray the cost.

Motion to approve field trip

M: Beth S: Carolynn A: 5 N:0

4. Discussion and Action- Retreat- January 21, 2012

Julie and Norman will meet separately next month to create final agenda.

Kelly wants to add role of and relationship with foundation to the retreat agenda.

Retreat set for January 21, 2012 in Sonoma.

I. CLOSED SESSION- Personnel Issues

J. CLOSED SESSION REPORT

Personnel issues discussed.

It was determined that there is no need for an assistant or interim director at this time due to Kelly's feeling she can come back full time and take on the full load of administration.

No action taken.

H. Future Agenda items

Form of Directors' Report-at the retreat, define what info BOD needs in the report

I. ADJOURNMENT: 8:32 pm

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