

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: December 10, 2013

A. OPENING — Time: 6:32 pm

LOCATIONS

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

Board Member, Norman Lorenz: 9490 San Paola Circle, Elk Grove, CA 95624 (Agenda posted on location.)

ROLL CALL

Present: Carolyn Duffy, Ginny Hautau, Norman Lorenz, Tim Lohrentz, Milagros Ott, Julie Parnow

Absent: Julie Petersen

Guests: Executive Director & Superintendent, Kelly Griffith Mannion; HR & Finance Manager, Wendy Ross; Parent, Beth Laurence.

B. AGENDA + MINUTES APPROVALS

Agenda approved as is. Minutes approved as is — Ginny to post.

Motion to approve: Carolyn Duffy; Second: Norman Lorenz A:4 N:0

C. PUBLIC COMMENT

Parent, Beth Laurence commented that Form 700s need to be filed for Tim Lohrentz and Carolyn Duffy as new members coming onto the board and for Beth Laurence exiting the board. Conflict of Interest Code also needs to be submitted to the county Board of Supervisors.

D. BOARD TRAINING

Carolyn Duffy lead a discussion on *Creating an Effective Governing Board Guidebook*, Chapter 9, Board Director Motivation and Accountability. Discussion was focused on the questions: What attracts us to board service? Why our Charter school and not another? What do members hope to gain, wish to grow? How do they want to contribute? What special gifts and talents do they bring to board?

Reasonable expectations should be communicated to members, including a written position description. Accountability to include individual self-evaluation as well as whole board “self”-evaluation. Preparing for board leadership succession. Recognition is necessary and should be appropriate to performance, formal and informal, meaningful and comfortably received and should happen before their peers.

Next month, Milagros Ott will lead a discussion on Chapter 10: The Board at Work — Effective Committees.

E. DIRECTOR'S REPORT

Approval for five years with OAUSD, and is looking forward to a collaborative relationship. With the Charter Schools Division of the CDE undergoing an organization overhaul, we have a new Educational Consultant, Christy Gardner, who came for a visit last week and was very impressed and "inspired" with RMCS. We anticipate a written review. Christy's only suggestion was that we articulate the current process that we have in place in case of an intruder in writing. She thinks we will be a great asset to the district and vice versa.

Kelly reports Janel DeSantis' maternity leave begins January 6 with plans to return after spring break. She is currently interviewing for this temporary position. Kelly is also interviewing for potential River Crew position, special education position.

F. BOARD BUSINESS

1. Discussion + Action — Uniform Complaint Policy and Procedure

Tabled to January meeting/retreat. Suggest comparing OAUSD policy to RMCS for possible adoption. No action.

2. Discussion + Action — Board Retreat on January 25, 2014

Location still TBD. Ginny to check on availability of Metro Hotel conference room. Norman to check on availability of "Sonoma House". Agenda items to include a discussion of long-term growth plan (Facilitator), review of the charter (Kelly + Tim), plan community forums for kindergarten & charter (Julie), board assessment (Norman). Board actions to take place in the afternoon. Norman to send a draft of the retreat agenda out by the end of this week.

3. Discussion + Action — School Wellness Policy

Table to February meeting. No action.

4. Discussion + Action — First Interim Report: Wendy Ross

Wendy Ross presented her first interim report in narrative form. She included a comprehensive multi-year projection, projected monthly cash flow and State SACS (Standardized Accounting Code Structure) files for review. Norman and Kelly to discuss the appropriate use of the one-time Common Core Apportionment of \$33,360. An additional \$3000 has been released from RMF for music and \$11,000 for teaching assistants which have both been included in these new projections. Future projections for RMF contribution are scheduled at \$75K per year, based on previous three years of proven fundraising. Action: Tim to sign. Wendy to send First Interim Report to Charter Schools Division of CDE.

Motion to approve: Julie Parnow; Second: Norman Lorenz A:6 N:0

G. CONSENT ITEMS

Action: Approval of various of funding transfers.

Motion to approve: Ginny Hautau; Second: Julie Parnow A:6 N:0

H. COMMITTEE REPORTS/UPDATES

FINANCE: Tim Lohrentz

Discussion of financial sustainability focused on cash reserves and teacher salaries. In addition to the 5% required cash reserve, the finance committee is proposing a secondary reserve fund that would begin at 2% and grow to 5%. The secondary reserve would be available for board action only. Teaching salaries have been flat since the school opened. Salary increases are necessary for sustainability. Plans to present a recommendation to the board in February.

FOUNDATION: Beth Laurence

Copperfield's fundraiser money should be coming through soon — expectation is \$200. RMF currently has \$10K in bank and is expecting another \$5K this month for pizza payments. Amazon Smile is a new fundraising offering for "Montessori School of Petaluma".

OUTREACH COMMITTEE: Milagros Ott

Milagros plans to have a booth outside St. Vincent church to reach the Spanish speaking community. Free and reduced lunches, aftercare and transportation are always barriers for lower income populations. Discussion of reduced services to be on agenda for February. Further outreach discussion to bring in student teachers.

FUND DEVELOPMENT: Ginny Hautau

No report.

BOARD DEVELOPMENT: Julie Petersen

No report. Julie is absent.

I. FUTURE AGENDA ITEMS

JANUARY RETREAT: Long-term growth plan (Facilitator), review of the charter (Kelly + Tim), plan community forums for kindergarten & charter (Julie), board assessment (Norman). Board actions to take place in afternoon: Discussion & action of UCP.

FEBRUARY: Discussion & action of Wellness Policy; Discussion of free and reduced services; Discussion of how Sonoma County deals with homeless school children and how River might contribute.

J. FUTURE MEETING DATES

Retreat: January 25, 2014 Regular Meeting: February , 2014

K. ADJOURN — 8:43 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).

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: November 12, 2013

A. OPENING — Time: 6:30 pm

LOCATIONS

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

Board Member, Norman Lorenz: 9490 San Paola Circle, Elk Grove, CA 95624 (Agenda posted on location.)

ROLL CALL

Present: Carolyn Duffy, Ginny Hautau, Norman Lorenz, Tim Lohrentz, Julie Petersen, Julie Parnow

Absent: Milagros Ott

Guests: Executive Director & Superintendent, Kelly Griffith Mannion; HR & Finance Manager, Wendy Ross; Montessori Guide, Beth Flynn; Parent, Beth Laurence.

B. AGENDA + MINUTES APPROVALS

Changes + Corrections made to October 22, 2013 minutes:

Discussion and edits noted for final copy to post.

**Motion to approve with minor corrections: Julie Petersen; Second: Carolyn Duffy
A:6 N:0**

C. PUBLIC COMMENT

Montessori Guide Beth Flynn: Thanked the board for being open to her attendance.

D. BOARD TRAINING

Julie Parnow lead a discussion on *Creating an Effective Governing Board Guidebook*, Chapter 8, Building Strong Parent and Community Relations. Discussion was focused on how to better build engaging relationships within parent community as well as outreach relationships to the larger educational community. Interpersonal communication between guides and families was discussed. Discussion included considering perspectives from parents, guides, administration, board members, volunteers and the school as a whole. Some items moved onto a faculty agenda for further discussion.

Next month, Carolyn Duffy will lead a discussion on Chapter 9: Board Director Motivation and Accountability.

E. DIRECTOR'S REPORT

Kelly's time had recently been dedicated to the efforts of renewing the RMCS charter and answering/fulfilling the requests of OAUSD. She thanked the faculty for their ability to

maintain the integrity of the school environment for the students while tending to the requirements of such.

Professional Development on November 1 included instruction for Writer's Workshop with public school Montessorian Heidi Monjure.

Norman added his very positive observations from his day at River.

Tim asked about renewal of WASC accreditation. Kelly reports that the 18-month self-study period for renewal is about to begin with an 8 hour training course which she will attend on Friday, November 15.

F. BOARD BUSINESS

1. Discussion + Action — Charter Renewal Update

Kelly reports all positive meetings with OAUSD. Over fifteen documents and reports have been requested by OAUSD and provided by administration. The staff (Legal, CBO & Superintendent) has recommended approval to the board. The official public vote is scheduled for the OAUSD regularly scheduled board meeting on November 14, 2013 at approximately 6:00 or 6:30 at the La Tercera campus. Kelly clarified for our new board members how we arrived at the decision to include kindergarten in our charter renewal – the aim to improve the foundation of the elementary program.

2. Discussion + Action — Uniform Complaint Policy and Procedure

Review the RMCS policy to comply with applicable federal and state laws and regulations governing educational programs. Several questions were brought up to be taken back to the attorney for clarification prior to approval. Action to be taken at December meeting.

3. Discussion + Action — Collaboration with RM Foundation

Fundraising Policy + MOU: Most of policy to be rolled into the MOU, leaving a more succinct higher level document as the Fundraising Policy. Kelly, Julie and Matt to propose draft to board. (Goal of retreat on January 25, 2014).

4. Discussion + Action — New Hire

Anne Kirven has been hired as our new Office Coordinator. Denise Ennis has volunteered to train Anne this week and Anne will officially begin Monday, November 18, 2013.

Motion to approve: Norman Lorenz; Second: Julie Petersen A:5 N:0

G. CONSENT ITEMS

None.

H. COMMITTEE REPORTS/UPDATES

FINANCE: Tim Lohrentz

Cash flow looks good in year five — the first year cash flow is not a concern as the state is not scheduled to defer any payments. Building up assets, cash and non-cash, to achieve diversity is ideal. In addition to the current plans to build larger cash reserves beyond the 5% requirement, which has been maintained, it would be a good idea to buy a building to increase non-cash assets to maintain balance. Committee will report back with a schedule for building assets.

Three additional assistants will be hired for the remainder of the school year based on the funds from the foundation. Salaries have been flat for guides since year two. Wendy is to run numbers on how to increase guide salaries and will report back on feasibility. Gratitude to Wendy for an outstanding job with all of the school's financials.

FOUNDATION: Beth Laurence

RMF has 9K in bank. They have given 25K out of 60K. Skate Night is happening tonight. Copperfield's is doing a fundraiser on the weekend before Thanksgiving, giving a percentage of all purchases with a flyer to be e-mailed out. Pancake breakfast is to be held on January 25 at Applebee's. Auction location is in discussion for April.

OUTREACH COMMITTEE: Milagros Ott

No report. Milagros is absent.

FUND DEVELOPMENT: Ginny Hautau

No report.

BOARD DEVELOPMENT: Julie Petersen

Julie is working to trade a retreat facilitator for her professional services.

I. FUTURE AGENDA ITEMS

Discussion & action for UCP; Agenda for retreat; Discuss and review nutrition and wellness policy; Financials first interim report + audit; Charter update

J. FUTURE MEETING DATES

December 10, 2013, Retreat: January 25, 2014

K. ADJOURN — 8:45 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).

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: October 22, 2013

A. OPENING--Time: 6:30 pm

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

Board Member, Norman Lorenz-9490 San Paola Circle, Elk Grove, CA 95624

Roll Call: Ginny Hautau, Beth Laurence, Norman Lorenz, Milagros Ott, Julie Petersen,

Julie Parnow

Guest: Carolyn Duffy

B. ADOPTION- Agenda – 5 minutes

C. MINUTE APPROVALS- Minutes of 9/10/13

Milagros Ott was absent

Motion to approve with minor corrections: Ginny; Second: Norman A:5 N:0

Minutes of 9/16/13

Julie Parnow, Norman Lorenz were absent

Motion to approve with minor corrections: Ginny; Second: Milagros A:4 N:0

Minutes of 9/19/13 regular meeting

Julie Parnow, Julie Petersen, Ginny Hautau were absent

Motion to approve with minor corrections: Norma;n Second: Milagros A:3 N:0

Minutes of 9/19/13 special meeting

Julie Petersen and Ginny Hautau were absent

Motion to approve: Milagros; Second: Norman A:4 N:0

Minutes of 9/24/13 regular meeting

Julie Parnow was absent

Motion to approve: Ginny; Second: Julie Petersen A:5 N:0

D. PUBLIC COMMENT

Sara Peracca: When we talk to the directors of local Montessori preschool/kindergarteners about our adding a kindergarten we should let them know that we will encourage the parents of prospective kindergarten students who are currently attending Montessori preschool/kindergartens to stay with their kindergarten to complete the three-year cycle that's important to Montessori.

E. DIRECTOR'S REPORT

Kelly shared our students' letters to OAUSD.

Beginning of year assessments have happened, special ed assessments going well.

Kelly attended a Smarter Balance Assessment conference (SBA will replace Star testing this year).

Charter School Development Center conference is next week, October 28 and 29. Kelly, Julie Parnow, and Julie Petersen will be attending.

River's administration and board is invited to the second neighborhood police town hall meeting on Monday October 28 from 6:30 to 8:30 at Casa Grande High School.

F. BOARD BUSINESS

1. Discussion and Action- Installation of New Board Member

Carolyn Duffy has been elected as the new parent board member. She is the mother of Camille, a third-grader in the San Lorenzo classroom. Carolyn was a public school teacher years ago and now works for an airline.

Beth Laurence resigned as parent board member. The board thanked for her three years of service on the board.

2. Discussion and Action- Election of Executive Committee

The board discussed the appointment of Chairperson, Vice Chairperson, Secretary and Treasurer for the 2013-2014 year.

Appointment of chairperson: Julie Parnow agrees to continue as chairperson for one

more year.

Appointment of secretary: Ginny Hautau

Appointment of vice chair: Julie Petersen

Treasurer: Tim Lohrentz will continue as treasurer.

Motion to approve above slate of new officers: Milagros; Second: Carolyn A:6 N:0

3. Discussion and Action- President of the Corporation

Approve Executive Director, Kelly Mannion, as president of our nonprofit corporation.

(Julie Parnow is chairperson/president of the board, and from now on will be referred to as chairperson.)

Motion to approve Kelly as executive director : Julie Parnow Second: Ginny A:6 N:0

4. Discussion and Action- Charter Renewal Update

The OAUSD board will hold an official vote at the OAUSD regular board meeting on Monday, November 14.

The OAUSD board may or may not submit a memorandum of understanding to RMCS board before that meeting.

5. Discussion and Action- Priority List to RM Foundation

According to the board's fundraising policy:

“During the fall of each school year, the RMCS Board will submit a list of suggested priorities to be funded with additional monies (over and above the amount requested for the budget) raised by RMF.”

The priorities for any additional monies from the foundation above the requested \$60,000 pledge for the 2013-2014 school year is to fund assistants in all classrooms. It is the intention of the board to collaborate with RMF to create a meaningful memorandum of understanding (MOU) to address the priorities of faculty and administration.

Motion to approve and send the above language to RMF: Julie Petersen Second: Milagros A:5 N:0 Norman Lorenz abstained

6. Discussion and Action- Lease

Update on the Lease Agreement for RMCS at 3880 Cypress Drive. Our new landlord signed a "Notice to Tenant" on 9-30-13 setting out the fair market rental rate for the next four years. Also on 9-30-2013, RMCS sent the landlord a Notice Exercising Option to Renew Lease for the term beginning July 1, 2014. The length of the lease extension and other terms to be followed are in our original lease. There are no more options to renew.

G. CONSENT ITEMS

None.

H. .COMMITTEE REPORTS/UPDATES

1. Finance- Tim Lohrentz

No report as Tim is out of town.

Future meetings- November 5, 2013

2. Foundation- Beth Laurence

The foundation voted at its last meeting to give \$11,000 to the school from last year's revenue to be used immediately in this school year. The \$11,000 is not part of the \$60,000 pledge to the school for the 2013-2014 school year.

The foundation also voted to submit the final \$3,000 that was raised at the auction to the school for the music program.

3. Facilities Committee- Sarah Martin

No report.

4. Outreach Committee- Milagros Ott

No report.

5. Fund Development- Ginny Hautau

No report.

6. Board Development- Julie Petersen

Julie knows of a community board member who is interested.

I. FUTURE AGENDA ITEMS

Discussions with Montessori preschool/kindergarten directors

Memorandum of understanding with Old Adobe

MOU with RMF regarding funding and priorities and revising our fundraising policy

New chair for policy committee to replace Beth Laurence

J. FUTURE MEETING DATES-

November 12, 2013

December 10, 2013,

Retreat- January 25, 2014

K. ADJOURN

9:00pm

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).

BOARD OF DIRECTORS – MINUTES

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

REGULAR MEETING: Tuesday, September 24, 2013

A. OPENING--Time: 6:30 pm

Locations: RMCS, 3880 Cypress Drive, Petaluma, CA 94954

Roll Call: Ginny Hautau, Beth Laurence, Tim Lohrentz, Julie Petersen

Guests: Kelly Mannion, Wendy Ross, Sarah Martin

Absent: Julie Parnow, Norman Lohrentz

B. ADOPTION- Agenda

Agenda adopted.

C. PUBLIC COMMENT

None.

D. ANNOUNCEMENT OF CLOSED SESSION

Going into closed session to discuss parameters for lease negotiations with lease negotiator for options after lease expires June 30, 2014.

E. CLOSED SESSION

Lease negotiations.

F. REPORT ON CLOSED SESSION

River's negotiators will contact landlord regarding lease negotiations.

G. ADJOURN: 7:30

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).

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: September 19, 2013

A. OPENING

Time: 4:30 pm

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

Roll Call: Beth Laurence, Milagros Ott, Tim Lohrentz, Norman Lorenz

Absent: Julie Parnow, Julie Petersen, Ginny Hautau

Guests: Attorney Andrea Saxton

B. ADOPTION- Agenda

Agenda adopted.

C. PUBLIC COMMENT

None.

D. BOARD BUSINESS

1. Discussion and Action- RMCS Bylaws

Board discussed by-laws revised to conform with changes to charter. Main changes concerned number of directors, conflict of interest, Section 1090, online elections.

Motion to approve bylaws as printed: Tim L. Second: Milagros A:4 N:0

2. Discussion and Action- Exposure Control Policy

Board discussed new policy for controlling exposure to blood borne pathogens.

Motion to approve policy: Norman Second: Tim A: 4 N:0

3. Discussion and Action – Discipline, Suspension, & Expulsion Policy

Board discussed updated to policy.

Motion to update current discipline policy to be replaced by discipline policy incorporated in new charter application: Milagros Second: Norman A:4 N:0

4. Discussion and Action- Charter Renewal

Board reviewed final draft of the Charter Renewal Petition for submission to Old Adobe School District.

Motion to approve charter: Norman Second: Milagros A:4 N:0

C. ADJOURNMENT

5:00 pm

BOARD OF DIRECTORS – Minutes

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

SPECIAL MEETING: September 19, 2013

A. OPENING

Time: 5:00 pm

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

Roll Call: Beth Laurence, Milagros Ott, Tim Lohrentz, Norman Lorenz

Absent: Julie Parnow, Ginny Hautau, Julie Petersen

Guests: Attorney Andrea Saxton

B. ADOPTION- Agenda

Agenda adopted.

C. PUBLIC COMMENT

None.

D. BOARD BUSINESS

1. Discussion and Action- Update Conflict of Interest Code

Board discussed updated conflict of interest code, which was revised to a shorter version, the preferred model of the Fair Political Practices Commission.

After approval, policy will need to be sent with a cover letter to County Board of Supervisors for review. Form 700s can now be kept on file in school office.

Motion to approve to approve updated conflict of interest: Tim Second:

Norman A:4 N:0

C. ADJOURNMENT

5:10 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).

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: September 16, 2013

A. OPENING

Time: 4:00 pm

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

Roll Call: Beth Laurence, Ginny Hautau, Milagros Ott, Julie Petersen, Tim Lohrentz

Absent: Julie Parnow, Norman Lorenz

B. APPROVAL- Agenda

C. PUBLIC COMMENT

None.

D. BOARD BUSINESS

1. Discussion and Action- Treasurer Position

Approve Tim Lohrentz as Treasurer of the RMCS board.

Tim was a founder of the school and previous board RMCS director for four years, and was the RMCS treasurer for much of that time.

Motion: Ginny Second: Julie Petersen A:5 N:0

2. Discussion and Action- RMCS By-Laws

Approve revised by-laws. Still awaiting response from attorneys regarding proposed changes. Tabled until 9/19 meeting.

3. Discussion and Action- Charter Review & Readiness

Kelly reported that Kim Harper let Kelly know on Friday that Old Adobe only accepts charter petitions during board meetings, so for our timeline, we need to submit at the September 19 OAUSD meeting (to receive an answer in November). We weren't expecting to submit it until Sept 30, but Kelly and Ginny have been working on refinement and layout for the charter petition. It will be emailed to our lawyers tomorrow for review. 24 hour return. The charter application will then be set out to the board wed night.

E. FUTURE MEETINGS

Board Meeting 9/19 at 4:30 at River

F. FUTURE AGENDA ITEMS

Approve new exposure control policy

Approve updated discipline policy

Approve updated bylaws

D. ADJOURNMENT: 5:30 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).

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: September 10, 2013

A. OPENING

Time: 6:00 pm

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

Board Member, Norman Lorenz, 9490 San Paulo Circle, Elk Grove, CA 95624

Roll Call: Julie Parnow, Beth Laurence, Ginny Hautau, Julie Petersen, Norman Lorenz

Guests: Wendy Ross, Tim Lohrentz, Sarah Martin

Julie Parnow opened the meeting and announced the board would go into closed session to discuss parameters for the lease negotiation/renewal.

B. CLOSED SESSION

Lease negotiations

C. CLOSED SESSION REPORT

No board actions were taken during the closed session.

There will be a facilities meeting on Sept 24 at 6:30 to continue discussing lease negotiations with lease negotiator.

C. APPROVAL- Agenda

The board voted to add an agenda item pursuant to California Government Code Section 54954.2(b), as there was an immediate need to take the action on appointing our lease negotiator to the facilities committee, which came to the board's attention subsequent to the posing of the agenda.

Motion to add agenda item: Ginny Second: JLP A:5 N:0

D. New Agenda Item: Facilities Committee Chair

Discussion and action on appointing Sarah Martin as chair of facilities committee so that she can start calling facilities meetings as needed and negotiate with landlords as to whether to exercise our option to renew the lease.

Motion to add Sarah Martin as chairperson of facilities committee: Ginny Second: Norman A:5 N:0

E. APPROVAL- Minutes of August 20, 2013 and August 29, 2013

Board nominations due Sept 23.

Motion to approve Aug 20: Ginny; Julie Parnow A:5 N:0

Motion to approve Aug 29: Norman; Ginny A:5 N:0

F. PUBLIC COMMENT

Carolyn Duffy, mother of Camille, a third-grader in San Lorenzo, is interested in upcoming vacant parent board position. Carolyn was a public school teacher years ago and now works for an airline. She is attending the September board meeting as recommended by the board's guidelines. The board warmly welcomed Carolyn.

G. DIRECTOR'S REPORT

Kelly reported that the students are working happily. The children are preparing for International Peace Day by creating cranes with origami, and upper el is teaching lower el a peace song to be sung jointly on international Peace Day.

RTI (response to intervention) has started this week.

H. BOARD BUSINESS

1. Discussion and Action- Appointment of New Board Member

Tim Lohrentz was a founding member of RMCS. He served on the RMCS board as a parent volunteer while his son attended River and has agreed to return as a community board member. Tim will resume his position as treasurer.

Motion to approve: Julie Second: Ginny A:5 N:0

2. Discussion and Action- Charter Renewal- Kelly Mannion

Kelly updated the board about her discussion with Old Adobe Unified School District Superintendent, Kim Harper. It was a positive, friendly meeting. Key points for OAUSD. Old Adobe is a program improvement district, but River would not be, as it's an independent charter. Kim seems like she wants to be innovative within certain curriculum tunnels. Kim will visit Sept 18 with CBO Amy Prescott to observe the school and meet with Wendy.

Ginny, Norman, and Beth to work with Kelly on power point and presentation for OAUSD board.

3. Discussion and Action- Board Policies- Beth Laurence

a. Purchasing Policy

Purchasing policy was approved by finance committee a while back but never officially approved by board.

Motion to approve purchasing policy: Ginny; Second: Julie Petersen A:5

N:0

b. Local School Wellness Policy

Long discussion of whether specifics in policy are mandated or not.

**Motion to approve policy with changes to implementation section: Tim L
Second: Ginny A:5 N:0**

4. Discussion and Action- Bylaw Revision

Board reviewed changes to bylaws and a discussion ensued. A few things will be run by attorneys before voting on the revision, to be done at board meeting 9/19.

5. Discussion and Action – Unaudited Actuals-

Review and approve unaudited financial reports from the prior fiscal year 2012-13
**Motion to designate Julie and Tim to review and certify the unaudited actuals:
Beth Second: Julie Petersen A:5 N:0**

I. COMMITTEE REPORTS/UPDATES

1. Finance- Julie Parnow

Future meeting will be in October 2013-TBD

2. Foundation

The Lagunitas Loft parent social will be held on Sept 27.

The foundation has \$11,000 left over from last year that it would like to give to the school at its September board meeting according to board priorities.

Board will discuss at its next meeting.

3. Facilities Committee- Sarah Martin

Tabled until next time.

4. Outreach Committee- Milagros Ott

Tabled until next time.

5. Fund Development- Ginny Hautau

6. Tabled until next time.

7. Board Development- Julie Petersen

Discussion of potential future board members

J. FUTURE MEETING DATES-

October 22, 2013

November 12, 2013

December 10, 2013

Retreat- January 25, 2014

K. ADJOURNMENT: 11 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).

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: August 20, 2013

A. OPENING Time: 6:35 pm

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

Board Member Norman Lorenz: 9490 San Paola Circle, Elk Grove, CA

Present: Ginny Hautau, Beth Laurence, Norman Lorenz, Julie Petersen

Julie Parnow, Milagros Ott

Guests: Kelly Mannion, Wendy Ross, Deanna Peake

B. APPROVAL of Agenda

Board Training tabled until next time.

Closed session moved up to after public comment.

C. APPROVAL of Minutes

Julie Petersen motioned to approve minutes of June 22 and June 26. Julie Parnow seconded. A:6 N:0

D. PUBLIC COMMENT

E. Closed session to discuss facility lease negotiations. Opened at 6:45.

Motion to sign Tenant Estoppel Certificate at the landlord's request: Ginny S: Norman A:6 N:0

Board meeting reopened and report was given to the public on signing of estoppel certificate.

F. Director's Report

Kelly showed a slide show with pictures of what the children are working on so far this year.

F. NEW BUSINESS

1. Discussion and Possible Action – Charter Renewal

Kelly is working on the document and the language of the charter renewal application and would like help with other pieces. Deadline to submit charter is August 30.

Julie Parnow will head up the accomplishments section for charter application.

RMCS board members decided to contact Old Adobe's school board members and invite them to RMCS to see the school in action and successful the school has turned out.

Board members will also request letters of support from community members

2. Discussion and Possible Action – Strategic Plan

The board refined the final version of the strategic plan.

Motion to approve strategic plan with changes as discussed. M: Norman S:Ginny A:5 N:0 Milagros Ott absent.

Julie recommended we also develop a marketing brochure to give to potential parents.

3. Discussion and Possible Action – EPA (Education Protection Account) Revision

Prop 30 requires schools to document and publish the way they are spending the money raised by Prop 30's tax increases, which go into the Education Protection Account. Wendy allocated \$121,333.63 of the money to rent and \$54,499.37 to teacher salaries; this was a revision because the amount received increased a bit.

Motion to approve revised EPA M: Julie Parnow S: Julie Petersen A:5 N:0 Milagros Ott absent

G. CONSENT ITEMS

1. Budget Revisions per 45 Day Revise

Wendy pointed out the budget revisions per the 45-day revise. EPA (Prop 30) funding adds \$147K, and categorical block funding, supplemental grant, and in lieu EIA are removed. There is a decrease to in-lieu of property taxes, but an increase to state aid (general purpose funding). Additionally, increase to cost of employee benefits expected.

Motion to acknowledge 45-day revise :Beth S: Julie Parnow A:5 N:0 Milagros Ott absent

H. COMMITTEE REPORTS

1. Finance Committee

The finance committee discussed:

- the Education Protection Account Allocation Report, for which Wendy presented the revision tonight.
- the new local control funding formula (LCFF).
- the new common core standards, a nationwide initiative to establish a single set of standards for K-12; state budget provides \$1.25 billion in one-time funds for implementation of CCSS, about \$200 per student.

- review of 13-14 Budget and MYP (multi-year projections)
- eligibility for class-size reduction funding
- cash flow projections for FY 2013-2014 and planned state deferrals for 2013-2014 (much less disruptive than last year, though \$135K will be deferred from April, May and June to July).

2. Foundation Report

Beth reported that the back-to-school BBQ was very successful. We had a great turn out and the dessert auction raised \$979. Students ran the auction and did a great job. Almost \$2,000 in River sweatshirts and t-shirts were sold, and ten new Bridge the Gap sustainers signed on, bringing the total to 38 families out of 100 families so far.

Several parents attended the meeting to ask whether the number of assistants could be restored if the foundation were to give additional money to the school, since the foundation carried over almost \$15K from last year and fundraising has been successful this year. Matt said that generally the \$60K pledge for the 2023-2014 year has to be met before giving additional monies and Kelly responded that the finance committee would have to take a look at the foundation's plans to meet the \$60K pledge to estimate whether it could raise additional funds. The foundation will discuss whether to request an item for the next finance committee agenda.

The foundation board voted to give RMCS a check for \$15,000 as its first installment toward the \$60K pledge.

3. Facilities

The next facilities committee meeting is at the school on September 3 at 6:30

4. Outreach

Milagros had to leave early, so there is nothing to report.

5. Fundraising

Ginny would like to establish priorities and long-term facility goals, suggesting the board do a survey on survey monkey to assess parents' wishes regarding a facility.

6. Board development

Julie Petersen discussed the timing of the candidacy announcements for election of the next parent board member. The call for nominations will be printed again in the newsletter. Nominations are due September 24, and voting will begin September 26 and run until October 15.

The board also discussed ideas for individuals who might be interested in the community board member positions.

I. FUTURE AGENDA ITEMS

- Charter application review
- Parent survey
- Board training: Chapter 8, Long-Term Facilities
- Unaudited Actuals
- Closed session followup for lease negotiations

J. ADJOURNMENT: 10:00 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).

BOARD OF DIRECTORS – MINUTES

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

REGULAR MEETING: Wednesday, June 26, 2013

A. OPENING--Time: 6:30 pm

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

Board Member Norman Lorenz: 9490 San Paola Circle, Elk Grove, CA 95624

Present: Ginny Hautau, Beth Laurence, Norman Lorenz, Julie Petersen, Julie Parnow, Milagros Ott

Guests: Wendy Ross, Sarah Mart

B. APPROVAL- Agenda

C. APPROVAL- Minutes of June 11, 2013

Motion to approve minutes: Julie Parnow S:Ginny Hautau A:6 N:0

D. PUBLIC COMMENT

None.

E. Director's REPORT

Julie Parnow spoke in Kelly's absence.

Leadership conference in Burlingame is coming up. Early registration is due by July 1. Cost is \$325 and directors must pay for it on their own.

Several board members attended the River Montessori Foundation meeting this week. Julie briefed the board on the discussion regarding the money the foundation has given for assistants, the foundation's structure, RMF's timing of donations to school, and the election of officers.

F. BOARD BUSINESS

1. Discussion and Action – School Policy

Wendy presented the Before and After School Child Supervision Program Policy, which she edited after a discussion with Young, Minney, and Corr.

Motion to approve before and after care policy: Norman S: Milagros A:6 N:0

2. Discussion and Action – School Insurance Renewal

Wendy presented insurance renewals and recommends renewal of RMCS's workers' compensation insurance with Republic Indemnity Company of America, who has a preferred Charter Schools program. Three quotes were provided by broker.

Motion to approve renewal of workers comp with Republic Indemnity Company of America: Ginny S: Beth A:5 N:0 Julie Parnow recused herself due to conflict of interest.

3. Discussion and Action – Fiscal Year 2013-14 Budget Adoption Report & Multi-Year Budget Projections through 2016-17

Wendy led the board in a discussion of state funding for next year and how it affects our budget. Here are some of the facts:

Per child ADA (average daily attendance) funding for 2013-2014:

- \$5,192 ADA for lower el
- \$5,275 ADA for upper el
- \$412 categorical funding per student

ADA may go up next year but categorical block funding may be eliminated for 2014-2015.

COLA adjustment was 1.65% up from last year.

2015-2016 is the first year with no loan payment of \$50K back to state.

Salaries of staff, assistants, and guides, including benefits and taxes, is 60% of budget.

By end of year 2013-2014, our MYP projects a reserve of \$30K in addition to the \$57K reserve required by state, which we can't use. The reserve is for cash flow purposes to make up for state deferrals until July. Also, some of the reserve money will be fronted for kindergarten costs (fortunately kindergarten is anticipated to bring in much more than costs in its first year and subsequent years).

By end of year 2014-2015, the MYP projects a reserve of \$60K.

The board discussed the changes between the last estimated budget and this one, with Wendy fielding questions.

Wendy presented the 2013-14 Fiscal Year Budget Adoption Report for board approval. This budget includes cash flow budget projections for 2013-14, multiyear budget projections for 2014-15 through 2016-17, and required financial reports for the CDE

Motion to approve multi-year budget: Norman S: Julie A:6 N:0

G. CONSENT ITEMS

None.

H. COMMITTEE REPORTS/UPDATES

1. Finance - Julie Parnow

Julie Parnow reported on the June finance committee mtg, the highlight of which was the discussions with the RMF officers who attended.

Future meetings August 5, 2013- 6:00pm at RMCS

September 3, 2013- 6:00pm at RMCS

2. Foundation - Sarah Mart

Sarah's happy to be a part of the new foundation and looks forward to working with the board.

Beth has volunteered to be treasurer of the foundation board. Wendy is getting a recommendation on the potential issue of dual loyalties for a director on the board of foundation and the board of the school.

3. Outreach Committee- Milagros Ott

Milagros is translating some documents into Spanish.

5. Board Development- Julie Petersen

Julie still working on refining measurements in strategic plan. Julie would like to get more serious about finding new community board members.

I. FUTURE AGENDA ITEMS

- Purchasing policy
- Final(?) draft of the strategic plan
- Update from Kelly on progress of charter renewal
- Norman would like to see the following on the August agenda: look at Executive Director's goals chart to connect strategic plan goals to Kelly's administrative goals.

J. FUTURE MEETING DATES

August 20, 2013 – at RMCS

September 10, 2013 – at RMCS

K. ADJOURNMENT

9:00 pm

BOARD OF DIRECTORS – MINUTES

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

REGULAR MEETING: Saturday, June 22, 2013

A. OPENING--Time: 9:15 pm

Location: Julie Parnow's home – 1617 Cerro Sonoma Circle, Petaluma, CA (707)762-3870

Present: Ginny Hautau, Beth Laurence, Norman Lorenz, Julie Petersen, Julie Parnow

Guests: Kelly Mannion

B. PUBLIC COMMENT

None.

C. DISCUSSION

Board member Julie Petersen facilitated a discussion about which metrics we should use in the strategic plan to measure success in community, program and operations areas.

The board first discussed an article about measuring metrics: <http://www.fastcompany.com/37017/measure-what-matters>.

Some comments:

A good way to measure students' engagement (in addition to attendance) and whether they have attributes of successful learners (nontraditional measurements) might be to ask them to mark a number of statements in a survey as true/false. We do measure helping others on our current report cards.

The traditional data on student achievement will be fairly easy to pull from standardized testing results; we track skills relevant to the Montessori philosophy on the report cards.

Studies have shown certain statements to be better reflectors of the truth of the statement than others; we could work from these studies.

We know students are being successful if they show a love of work and mastery of subjects.

We have to make sure we have meaningfulness of measurements, support of teachers in the measurements we choose.

As far as teacher performance, we can't really ask parents to rate a teacher because they're not in a classroom, but we can ask how their experience was, did they have enough information, etc. We should also measure staff satisfaction.

The board continued its discussion by reviewing the "strategies" sections of the strategic plan to see where metrics were still needed.

D. FUTURE MEETING DATES- June 26, 2013

E. ADJOURNMENT

BOARD OF DIRECTORS – MINUTES

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

REGULAR MEETING: Tuesday, June 11, 2013

A. OPENING--Time: 6:35 pm

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

Board Member, Norman Lorenz-9490 San Paola Circle, Elk Grove, CA 95624

Board Member, Beth Laurence-Camp Britton Clark Creek Rd, Burney, CA 96013

Roll Call: Ginny Hautau, Norman Lorenz, Julie Petersen, Julie Parnow

Guests: Kelly Mannion, Wendy Ross

B. APPROVAL - Agenda, with 1 change – tabling item F2 (School Policy: Before and After School Child Supervision Program) pending attorney review, will discuss at June 26 board meeting; workers compensation policy renewal also tabled until next meeting

C. APPROVAL - Minutes of May 14, 2013

Changes: fix CSDC (not CDC) on item G2, change “thanks to” to “because of” on item I1 (phrase should be “potential cuts to assistant hours due to low cash flow, because of state deferrals”)

Motion to approve minutes of May 14: Ginny, S: Julie Parnow, A:4, N:0

D. PUBLIC COMMENT - none

E. DIRECTOR’S REPORT

Kelly Mannion shared an update on enrollment for the 2013-2014 school year (170+) pending a few final forms and a very full prospective parent meeting the prior week. The faculty wrapped up the year with a reflection session and used that to determine the agenda for the July 17 start to the next school year.

Kelly also shared a retention analysis: about 14 upper elementary students will not be returning (~20% of the level), with 5 going to the 6th grade tech program at Petaluma Junior High, 5 moving or attending 6-8th grade schools closer to their homes, and the remainder choosing another alternative model of school (e.g. Waldorf). By comparison, about 10% of lower elementary students will not be returning (in addition to about 12 who already left during the year), for similar reasons and proportions to upper elementary – some moving, some attending a school closer to home, some to another alternative model.

Norman suggested staff analyze the number of students attending RMCS from each school district, to determine whether RMCS might be able to access funding/facilities that triggers at a certain number or percentage of students drawn from any single district.

F. BOARD BUSINESS

1. Discussion and Action- Charter Renewal

Kelly Mannion attended a daylong CSDC meeting on charter school issues and spoke with our attorneys there about helping with the charter renewal process, so Kelly will spend a few days with her over the summer before school starts. (Kelly also recommended the board attend future CSDC seminars for training.) The board will review the draft of the charter petition at its August meeting and submit it to Old Adobe in September.

2. Discussion and Action- School Policy (TABLED until June 26 meeting)

3. Discussion and Action – School Insurance Renewal

- a. Insurance broker received bids for property, liability, and directors & officers insurance, and recommends continuing with Philadelphia Indemnity Insurance Company due to low rates and specialty in working with schools. Premium will increase 3% but this is far lower than the average 20% increase in such premiums statewide.

Motion to approve renewal of insurance policy for property, liability, and directors & officers insurance with Philadelphia Indemnity Insurance Company: Norman, S: Julie Petersen, A:4, N:0

- b. Workers Compensation policy renewal tabled until next meeting – no quorum for the vote with one member (Julie Parnow) planning to recuse

4. Discussion and Action – Mandated Reporting Requirement – EPA Entitlement Action Report

Wendy Ross shared that \$166K will be coming to the school from the state in June due to Proposition 30, and it will be allocated against facilities/rent (\$121K) and teacher salaries (\$45K).

Motion to approve EPA Entitlement Allocation Report: Julie Parnow, S: Norman, A:4, N:0

5. Discussion and Action – Approval of New Hires

Jessica Potter is the new full-time office coordinator and registrar, she has worked at a Montessori school in Hawaii. (Another part-time office role has been posted.)

Motion to approve hire of Jessica Potter: Ginny, S: Norman, A:4, N:0

Debbie Sebastiao is the new upper elementary guide; she will replace April who is leaving. Debbie has a master's in chemical engineering and is an experienced Montessori teacher who has worked with Beth.

Motion to approve hire of Debra Sebastiao: Ginny, S: Julie Petersen, A:4, N:0

G. CONSENT ITEMS

None.

H. COMMITTEE REPORTS/UPDATES

1. Finance- Julie Parnow

The June 4 finance committee meeting was very spirited, with 6 representatives from the Foundation board in attendance. The committee reviewed the budget and discussed the Foundation's commitments for this year and next year. The Foundation has extra funds that they wish to retain (beyond the \$5K they are permitted to retain as working capital) but may commit \$14K to hire another two assistants. The Foundation board estimates it may only commit \$60K to RMCS next year (committed \$75K this year) even though they raised \$100K. The Foundation would like the RMCS staff/board to share a more specific and detailed list of priorities for 2013-2014 that makes it clear that top priorities should be addressed/funded before subsequent priorities.

Future meetings-

August 5, 2013- 6:00pm at RMCS

September 3, 2013- 6:00pm at RMCS

2. Foundation- Lisa Baird

No update / not in attendance.

3. Facilities Committee- Christina Isetta

Julie Parnow shared that there was a meeting on June 11 at 5:30 pm (immediately preceding this board meeting) at which it was determined that the RMCS staff/board is not equipped properly to sift through its facilities/lease options and negotiate, so they will be reaching out for guidance from contacts that specialize in real estate and property law. The next meeting has not been determined.

4. Outreach Committee- Milagros Ott

Milagros was not in attendance but Kelly shared that two Spanish-speaking families have expressed potential interest in the school.

5. Fund Development- Ginny Hautau

Ginny has identified approximately \$200K worth of potential grants from foundations that seem relevant to the school/program, and will work with Kelly and the guides at a staff meeting to determine which to apply for and how. She also recommended that the board discuss its ideal vision for the school facility/campus – along with the faculty and community – so that fundraising needs can be determined. This discussion is aligned with the strategic plan and so will take place following the completion/approval of the strategic plan.

6. Board Development- Julie Petersen

Julie Petersen shared that the board will be meeting on Saturday, June 22 for a special meeting to discuss the strategic plan's metrics.

I. FUTURE AGENDA ITEMS – Before/After School Supervision Policy, Workers Compensation Insurance Renewal, organizational chart, revisit bylaws

J. FUTURE MEETING DATES-

- Saturday, June 22, 2013- 9:00am-12:00pm- Strategic Planning meeting at Julie's – 1617 Cerro Sonoma Circle, Petaluma
- Wednesday, June 26, 2013 - 6:30pm at RMCS
- NO JULY MEETING
- Tuesday, August 20, 2013 - 6:30pm at RMCS
- Tuesday, September 10, 2013 - 6:30pm at RMCS
- Tuesday, October 22, 2013 - 6:30pm at RMCS
- Tuesday, November 12, 2013 - 6:30pm at RMCS
- Tuesday, December 10, 2013 - 6:30pm at RMCS
- Saturday, January 25, 2014 – annual board retreat (time/location TBD)
- Tuesday, February 11, 2014 - 6:30pm at RMCS
- Tuesday, March 4, 2014 - 6:30pm at RMCS
- Tuesday, April 8, 2014 - 6:30pm at RMCS
- Tuesday, May 13, 2014 - 6:30pm at RMCS
- Tuesday, June 17, 2014 - 6:30pm at RMCS

K. ADJOURNMENT – 9:25 pm

BOARD OF DIRECTORS – MINUTES

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

REGULAR MEETING: Tuesday, May 14, 2013

A. OPENING--Time: 6:40 pm

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

Board Member, Norman Lorenz-9490 San Paola Circle, Elk Grove, CA 95624

Present: Ginny Hautau, Beth Laurence, Norman Lorenz, Julie :Petersen, Julie Parnow, Milagros Ott

Guests: Kelly Mannion, Beth Flynn, Sylvia Zhang, Justin Su, Sarah Shi

B. APPROVAL- Agenda

C. APPROVAL- Minutes of April 9, 2013

Motion to approve minutes from minutes of April 9: Norman S: Milagros A:6 N:0

D. PUBLIC COMMENT

None.

E. DIRECTOR'S REPORT

Justin Su demonstrated an algebra problem and Sarah Shi demonstrated how to find the area of a surface of a cylinder. Beth Flynn explained the 6th grade year-long projects and showed us Justin's report on leukemia.

Kelly apologized for leaving the board out of appreciations at the auction.

Kelly reported that enrollment is steady from last month. Still getting new enrollment applications for next year. Still having prospective parent meetings, which are going very well. Kelly is still awaiting re-enrollment paperwork for several students who sent in re-enrollment commitment.

Kelly is planning for new student assessments (measuring competence and academic standing) during the bridge program (two days before school starts on July 24).

F. BOARD TRAINING

In lieu of discussing Chapter 7 (board/staff relationships), Norman had the board watch a video of a Ted talk on education by Ken Robinson. Robinson advocates changing the educational paradigm by allowing a broad curriculum that nurtures creativity and curiosity.

G. BOARD BUSINESS

1. Discussion and Action- Strategic Plan

The board reviewed the second draft of the River Montessori Charter School Strategic Plan that Julie Petersen created and made some changes. A few board members may meet on a Saturday to discuss it further. June 22 is tentative date.

2. Discussion and Action- Charter Renewal

Kelly updated us on charter renewal process. Kelly is still trying to arrange a meeting with CSDC and then Kelly will dive into refining the charter.

3. Discussion and Action- Review of School Policies

CDE requires uniform complaint procedure (UCP); we should adopt new UCP policy and/or amend our grievance policy. Beth will review state's sample UCP policy and grievance policy.

a. Policy Audit- May 2013 List

Beth did an audit of all active school policies. Any active policies missing from the website will be added. Beth will standardize format of policies and forward to Ginny.

Wendy will draft a short board policy on River Crew, to be followed by a more extensive procedures document for River Crew.

The finance committee will take another look at the purchasing policy that it passed 9/2/2011. The policy never went to the full board for a vote. The finance committee will recommend a final draft to the board after its next meeting.

H. CONSENT ITEMS

None.

I.COMMITTEE REPORTS/UPDATES

1. Finance- Julie Parnow

Julie reviewed what was discussed at the 4/29 finance meeting: the multi-year projected budget; potential cuts to assistant hours due to low cash flow because of state deferrals; lack of savings outside of required reserve; and kindergarten start-up costs.

Future meetings

June 4, 2013- 6:00 pm

September 2013- TBD

2. Foundation

Over \$30,000 was made from auction and \$6,600 made from walkathon.

Foundation is having a planning meeting on May 20 for next year; officers' terms are expiring and RMF is looking for volunteers to become officers.

J. FUTURE AGENDA ITEMS

Purchasing policy

River crew policy

Draft 2 of the strategic plan

Update from Kelly on progress of charter renewal

Budget for 2013-2014 school year (June 26 meeting)

K. FUTURE MEETING DATES- June 11 and June 26, 2013

L. ADJOURNMENT 8:50

BOARD OF DIRECTORS – MINUTES

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

REGULAR MEETING: Tuesday, April 9, 2013

A. OPENING--Time: 6:40 pm

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

Board Member, Norman Lorenz-9490 San Paola Circle, Elk Grove, CA 95624

Present: Ginny Hautau, Beth Laurence, Norman Lorenz, Julie :Petersen, Julie Parnow, Milagros Ott

Guests: Kelly Mannion, Jean Hicks

B. APPROVAL- Agenda

C. APPROVAL- Minutes of March 12, 2013

Motion to approve minutes from March 12: Ginny S: Milagros A:6 N:0

D. PUBLIC COMMENT

None.

E. DIRECTOR'S REPORT

Stella Hautau, our student guest, demonstrated how the bead chains aid in learning to multiply. The students are completing their work and preparing to finish their big projects.

Enrollment: One new student has enrolled recently. Over 45 new students have enrolled for next year. The prospective parent meetings are going very well.

F. BOARD TRAINING

Julie Parnow lead a discussion of Chapter 6, Legal and Financial Responsibilities of Charter School Boards. Main duties are approving contracts, ensuring board and school are following state laws and regulations, internal policies and procedures, and our charter, providing financial oversight, managing risks, and fund development. All directors have the duties of care, loyalty, and obedience. The Volunteer Protection Act of 1997 protects board members from personal liability.

Next month, Norman will lead a discussion of Chapter 7, on board/staff relations.

G. BOARD BUSINESS

1. Discussion and Action- Strategic Plan

The board reviewed a draft of the Strategic Plan that Julie Petersen drew up based on our discussion of goals at the last board meeting. The draft strategic plan is for three years and contains three main goals:

Community: River Montessori Charter School will maintain a diverse, engaged community of learners, including students, families, staff, and board members.

Program: River Montessori Charter School will offer a prepared Montessori environment that focuses on the whole child and develops self-motivated, competent, lifelong learners.

Operations: River Montessori Charter School will ensure that its program and community are operated in a sustainable fashion and in facilities that support the goals of our learning community.

The board thanks Julie for doing a great job on the first draft.

2. Discussion and Action- Charter Renewal

Kelly updated us on charter renewal process. Kelly is still planning to meet with CDC about the most efficient way to move forward. Enough progress isn't being made, so Kelly will be working at home one day a week from now until end of school to work on the charter renewal.

H. CONSENT ITEMS

None.

I.COMMITTEE REPORTS/UPDATES

1. Finance- Julie Parnow

The finance committee will meet on April 29, at 6:00 pm.

2. Outreach Committee- Milagros Ott

Milagros was interviewed on a radio show. Milagros will record message in Spanish on voicemail and will translate some brochure material into Spanish.

J. FUTURE AGENDA ITEMS

Chapter 7 board training

Draft 2 of the strategic plan

Kelly update on progress of charter renewal

K. FUTURE MEETING DATES- May 14, 2013

L. ADJOURNMENT 8:50

BOARD OF DIRECTORS – MINUTES

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

REGULAR MEETING: Tuesday, March 12, 2013

A. OPENING--Time: 6:40 pm

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

Board Member, Norman Lorenz-9490 San Paola Circle, Elk Grove, CA 95624

Present: Ginny Hautau, Beth Laurence, Norman Lorenz, Julie :Petersen, Julie Parnow

Absent: Milagros Ott,

B. APPROVAL- Agenda

C. APPROVAL- Minutes of February 12, 2013

Correction: Physical fitness test was not in February; it will be done before May.

Motion to approve February minutes: Norman S: Julie Petersen A:5 N:0

D. PUBLIC COMMENT

None.

E. DIRECTOR'S REPORT

The Silent Journey was a huge success and well attended. Interactive collaborative experience between teachers and parents.

Enrollment is looking great for next year. Lottery will not be held on Thursday because we have enough students plus a safe margin for attrition. Roughly 90% of applicants are going into 1st grade.

Starting to work on next year's budget, reflecting on how systems worked this year while making plans for next year.

Parent survey will go out in April.

Norman discussed Kelly's goals from last review:

- Community and school leadership—doing meeting agendas and schedules
- Instructional leadership-improvement of teaching and learning—faculty and staff working on revisions of curriculum
- Student-centered learning climate-letter on attendance and how it builds community

- Human resources-faculty meetings
- Parent involvement and community partnership-community conversations and hope to be doing outreach and having meetings with head start and Old Adobe superintendent

F. BOARD BUSINESS

1. Discussion and Action- Strategic Plan

Board discussed goals for the strategic plan that we came up with at the board retreat (successful operation of school, educational program/student achievement, rechartering, facility planning, board development). Julie Petersen will work on a first draft consulting with Kelly on the student achievement part.

2. Discussion and Action- Charter Renewal

Presentation of relevant performance data- Kelly

State-mandated data:

- Attendance
- STAR data
- CELDT (California English Language Development Test)
- physical fitness test

Non-state mandated data:

- RTI (Response to Intervention)
- San Diego quick reading test – 100% of children went up one grade level over this school year
- Rigby reading assessments: average 6 levels
- 10 attributes of a successful learner

Kelly will meet with Charter Development Center on how we should refine our measurable and will review other recent charters. By April meeting, Kelly will have met with CSDC for planning how to analyze and present what we have, what else we need to capture, and will have a plan for going forward.

3. Discussion and Action- 2013-2014 Calendar

Board reviewed the proposed calendar for the next school year. Kelly made some changes for fiscal reasons—low attendance on certain dates like Friday before President's Day, day after Halloween, Thanksgiving week.

Motion to approve 2013-14 calendar: Norman S: Ginny A:5 N:0

4. Discussion and Action – Approval of 2012-13 Audit & Tax Services Contract

Wendy discussed choice of for Boyle & Stoll, CPAs of Santa Rosa, CA to conduct the 2012-13 financial audit and tax returns.

Motion to approve auditor contract: Julie Parnow S: Norman A:5 N:0

5. Discussion & Action – Approval of Second Interim Report

Board discussed the Second Interim Report, the financial status of the school for the current year and three succeeding fiscal years (2013-14 to 2015-16). It reflects current fiscal activity through January 31, 2013 and budget projections as of February 28, 2013.

Wendy went over the narrative and explained parts of it. The board discussed ADA, projected revenues, projected expenditures, cash flow budget, cash reserve after three years. State is expected to continue deferrals next year, which creates poor cash flow and makes it difficult to operate. Wendy warned that budget cuts may be necessary because of cash flow unless something can be worked out with landlords to accept payment based on state payment dates.

Motion to approve: Julie Parnow S: Norman A:5 N:0

G. CONSENT ITEMS

Budget Revisions & Transfers

Motion to approve: Julie Peterson S: Ginny A:5 N:0

H. COMMITTEE REPORTS/UPDATES

1. Finance- Julie Parnow

Julie reviewed the 3/5/13 meeting. The finance committee discussed cash flow issues and negotiations with landlord. Also discussed kindergarten timing. Wendy went over the anticipated costs for kindergarten. Even though no additional space would need to be rented, space would need to be repurposed, and the one-time costs make it difficult to do in 2014-2015, since state is expected to defer money again in 2013-2014. Conclusion: Because it requires significant upfront costs, kindergarten may not be doable for 2014-2015, unless we raise money through grants, crowd sourcing or other fundraising.

Future Finance Committee Meetings:

April 16, 2013 6:00 pm

June 11, 2013 6:00 pm

2. Foundation- Lisa Baird

Attendance at the pancake breakfast was hugely successfully; raised \$2,000. Interested parents were there as well as current parents. The school made \$300 from the raffle, plus Margarita donated back to the school the \$300 she won from the raffle.

Walkathon coming up April 19. Companies can sponsor t-shirts; walkathon has raised \$2,000 already this way.

Dinner auction at Sheraton coming up on April 19. Sheraton donating space for free, including staffing and tables. We can bring in own food, wine, and beer. All beer donated by Lagunitas. Ginny will get wine to be served donated. Price changed to \$35, \$40 at the door. Silent auction plus live auction. Auction items include: Ramekins cooking classes, vacation homes in

Tahoe, dinner cruise, week vacation in Arizona. Lots of teacher donations.
Administrator for a day.

The Board will host the dessert, with board members procuring donations where possible.

3. Fund Development- Ginny Hautau

Discussed Milagros's suggestion for group to apply for a grant from church in Santa Rosa

Ginny developed a Grant Request Form; will email to Julie, though it doesn't need an approval from the Board.

4. Board Development- Julie Petersen

Julie discussed the possibility of having bigger board. Most mature nonprofits have larger boards, more diverse experience; allows bigger committees to get more work done, including parents and folks in community with expertise.

Expertise needed from future board members:

Legal expertise will be needed when Beth leaves in fall.

Fundraising.

Local politics and local connections.

Montessori expertise.

Discussed ways to come up with board candidates.

I. FUTURE AGENDA ITEMS

- **Charter renewal check in—discussion of Kelly's plan after CSDC talk**
- **Common core discussion**
- **Training chapter 6**
- **Draft of strategic plan**

J. FUTURE MEETING DATES- April 9, 2013, May 14,2013 & June 26, 2013

K. ADJOURNMENT

L. 10:10

River Montessori Charter School BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday, February 12, 2013

A. OPENING

Time: 6:35 pm

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

Present: Beth Laurence, Norman Lorenz, Milagros Ott, Julie Parnow, Julie Petersen

Absent: Ginny Hautau

Guests: Kelly Mannion, Wendy Ross, Lisa Baird

B. APPROVAL of Agenda

C. APPROVAL- Minutes of 12/11/2012 and 1/26/2013 meetings

Motion to approve 12/11/2012 minutes: Julie Parnow S: Julie Peterson A:4 N:0

Motion to approve 1/26/2013 minutes: Julie Petersen S: Milagros A:4 N:0

D. PUBLIC COMMENT

None.

E. DIRECTOR'S REPORT

Prep happening for physical fitness test and STAR test. In-house classroom assessments are going on.

Report cards are not yet in a system where mass data is collectible; Administration is working on this with a new system called SchoolWise.

Children are working on self-reflection.

River is excited to host Montessori Education Week for Montessori professionals at the end of February and has invited Montessori schools in community. It runs from February 24-March 3, with a potluck on February 28 for teachers and administrators.

The Montessori Journey will take place on Friday, February 22 from 6:15-8:45 and Saturday, February 23 from 8:30-11:30. All parents and board members are invited.

F. BOARD BUSINESS

1. Discussion and Action- Charter Renewal

Who will do what:

Administration plus Mary and Deanna will be working on introduction, successes, etc. in the charter. Board will lend a hand in legal and governance, and larger strategies, as follows:

- Beth- operations, legal, reviewing agreements, writing, checking into things.
- Julie- making the case for renewal.

New timeline:

How well we are doing:

- Analyze historical API and testing data by end of February, compliance issues.
- Relevant performance data in all areas (not just academic) by March 12 board meeting.
- Review above by April 5 for April board meeting.

How will we act:

- Develop strategic plan from data by mid-May (May 14 board meeting).
- Details like special ed, MOUs, agreements by May 31.
- Drafting of final charter document and resolving issues with District in June.
- Approve final charter by June 26 meeting.

2. Discussion and Action- Disruptive Parent Policy-15 minutes

Board discussed the new policy, entitled “CONDITIONS FOR CLASSROOM AND SCHOOL VISITATION AND REMOVAL POLICY,” and made a few changes to it regarding field trips/excursions and filing a complaint anonymously. Kelly will email final to Beth.

**Motion to approve policy with changes: Julie Parnow S: Julie Peterson
A:5 N:0**

3. Discussion and Action- Financial Audit Report for Fiscal Year

Board reviewed the 2011-2012 audit and tax returns prepared by Boyle & Stoll, CPA's for the tax year ending June 30, 2012.

Motion to approve Financial Audit report of fiscal year 2011-2012:

Milagros S: Julie Petersen A:5 N:0

Motion to approve 2012 tax returns: Julie Parnow S: Milagros A:5 N:0

5. Discussion and Action- Kindergarten-

Financial impact of adding a Kindergarten program. The board discussed the costs of adding a kindergarten:

- adding a staff member, including taxes, workers comp, unemployment insurance, and retirement contribution
- adding instructional materials (sequence of materials, books)
- repurposing space, changing firewalls, putting in a linoleum floor and sink for practical life materials, adding small-sized furniture, and more shelving.

One-time costs, with a new space, could be between \$69K and \$106K.

Revenue from ADA would be about \$5,500 per student (20 students would be \$110,000 per year.) But state deferrals mean that this money may not come in when needed. Grants may be needed for one-time costs.

The traffic survey for our conditional use permit was done for 190 students. We are currently at 163, but next year could grow to 180, because upper el will be bigger with large third grade class coming in, and 32+ 1st graders coming in. (The Board agreed with the finance committee's recommendation at the May 2011 board meeting that River enrollment (grades 1-6, at the time) should not go above 180 due to facilities constraints and other reasons.)

Discussion of K-1 combination class. Board had a thoughtful discussion regarding a K-1 class for first graders who weren't ready academically and socially and/or emotionally for a 1st grade - 3rd grade class, and for several reasons the Board agreed that it seemed impractical to consider it further.

Parameters of lottery preference. Same as for 1-6 students

Motion to incorporate kindergarten in charter renewal petition and add a kindergarten and transitional kindergarten classroom, date to be decided:
Julie P. S: Milagros A:5 N:0

6. Discussion and Action- Student Fee Policy - 15 minutes

Board discussed new fee policy in response to Assembly Bill 1575, which re-emphasized that public schools cannot charge student fees for participating in educational activities and required that schools implement a grievance procedure

Motion to approve student fee policy: Beth S: Julie Petersen A:5 N:0

7. Discussion and Action- Strategic Plan

Tabled until next time. We will leave board training chapter out of the next meeting so we can address the strategic plan in length.

G. COMMITTEE REPORTS/UPDATES

1. Finance- Julie Parnow

Future Finance Committee Meetings:

3/5/13- 5:00 pm

6/11/13- 6:00 pm

2. Foundation- Lisa Baird

Pancake breakfast on Saturday March 9 at Applebee's.

Dinner with silent auction at Pub Republic on Thursday, April 11. River Crew will be available that night. Auction items requested.

3. Facilities Committee- Christina Isetta

No report

4. Outreach Committee- Milagros Ott

Milagros will be distributing an outreach flyer that has been translated into Spanish at local restaurants and other places. And Milagros will be leading a special prospective parent night for Latino community on February 26.

5. Fund Development- Ginny Hautau

Ginny will bring Grant Request Form next time.

6. Board Development- Julie Petersen

Has not met yet.

H. FUTURE AGENDA ITEMS

Strategic plan

Kelly's presentation of relevant performance data for charter petition

Calendar for 2013-2014

2nd interim report

I. FUTURE MEETING DATES- March 12, 2013

J. ADJOURNMENT

9:40

RIVER MONTESSORI CHARTER BOARD OF DIRECTORS – RETREAT MINUTES

DATE: SATURDAY, January 26, 2013
TIME: 8:00AM – 4:30PM
MEETING PLACE: 6 C Street, Petaluma, CA 94952
Roll Call: Beth Laurence, Julie Parnow, Ginny Hautau, Julie Petersen, Norman Lohrenz, Milagros Ott
Guest: Kelly Mannion

Welcome, orientation, & opening activity

The board briefly discussed two topics that Norman read in the news lately: “flipping the classroom”: <http://www.npr.org/2012/12/07/166748835/more-teachers-flipping-the-school-day-upside-down?sc=17&f=1001>

and national certification exams for school: http://www.huffingtonpost.com/2012/12/04/american-federation-of-te_n_2239136.html?utm_hp_ref=email_share

Review mission

The board reviewed RMCS’s mission, values, and vision, and updated the essential values on the website. River’s essential values are:

COLLABORATION: Working together, respecting others, and maintaining a global perspective enlighten students, teachers, families, and the larger community.

ACADEMIC EXCELLENCE: A prepared and rigorous Montessori environment challenges children cognitively, physically, emotionally, and socially and provides each student with the freedom to progress at their own developmental level and pace.

INDIVIDUALITY: The limitless potential of every child contributes to the strength and diversity of our school community.

COMMUNITY: Shared experiences foster lifelong commitment to social responsibility.

RESPECT: Uncompromising responsibility for self, others, and the environment is critical to overall success.

EDUCATING FOR PEACE: Inner contentment, self-actualization, and community harmony engender the all-encompassing goal of peace.

Committees

The board reviewed the current committees and discussed their role in helping the board perform its work. At board meetings, a representative from the committee reports on decisions made at any committee meetings that were held since the last full board meeting; board members can ask further questions if they need clarification. The board can then take action on recommendations from the committees.

The board's current standing committees are:

- **Finance:** Head: Julie, Beth, Wendy
- **Outreach:** Head: Milagros, Kelly
- **Fund development:** Head: Ginny
- **Board development:** Head: Julie Peterson, Julie Parnow
- **Facilities:** Christina Isetta, Ginny Hautau

In the past, an ad hoc advisory committee met to draft new policies.

- **Policy committee:** Head: Beth

In working on charter renewal this spring, Kelly will be contacting various people for one-on-one help, including a board member or two. If Kelly has a meeting with a quorum of board members, she will create and post an agenda (and will avoid serial conversations).

Essential Elements

Board Operations Calendar

Norman will take a stab at creating an operations calendar with the items the board takes up on a regular basis throughout the year.

Discussion about Field Trips

The finances of the field trip program will be discussed at the next finance meeting.

Expectation of Foundation

Julie will talk to Lisa Baird about attending March 2 meeting to discuss the distribution of the Foundation's funds to RMCS.

Strategic Plan

The board discussed in detail creating a new multi-year strategic plan and what it should look like.

Charter renewal. The board first discussed how the charter renewal would take up a large portion of this calendar year and looked at the timeline for submission of the new charter petition. Charter renewal would be the first part of a strategic plan.

- 1) Submit petition to Old Adobe school district on September 1, 2013.
- 2) Old Adobe must set a hearing within 30 days.
- 3) Old Adobe has 60 days to approve or deny the petition, except that if both parties agree, the 60-day deadline can be extended by 30 days. We should have an answer by Nov 1.
- 4) In case of denial, we would appeal to the state. The state would have 90 days to decide, but they only meet every other month, so we would be on their January or March agenda. We would be on the December agenda of the Advisory Commission of Charter Schools.

Kelly will bring a schedule for editing the charter to our next board meeting so that we can have all of the changes done in a draft by the end of April or May.

Goals for strategic plan:

- Charter renewal
- Address/discuss/maintain WASC accreditation (mid-accreditation report)
- Address/discuss/maintain AMS accreditation
- Renew our lease or find a new facility by July 1 , 2014
- Add a kindergarten class
- Improve student achievement
 - Subgroup improvement-STAR (e.g., English language learners)
 - Subject matter advances –STAR and Montessori
- Common core implementation
- Board training and development
- Budgeting

Julie Peterson has some experience working with strategic plans for nonprofits. She agreed to bring some same strategic plans to our next board meeting.

Kindergarten / middle school discussion

The board confirmed a prior board decision that middle school would not be added to the new charter petition at this point.

The board agreed to move forward with investigation of a kindergarten class at RMCS. Adding a Montessori kindergarten would help improve the readiness of incoming first graders and provide a Montessori kindergarten for those who can't afford private Montessori kindergarten (though income level cannot be an eligibility factor).

The kindergarten year will be added to the charter petition submitted in Fall 2013 and the kindergarten class will be added in Fall 2014, if ready. The idea would be to accept, by lottery, a small kindergarten class that would move forward into the 1st grade the following year. The current thinking is that the kindergarten class would not be expected to fill more than half of the available first grade slots.

There was a lively discussion about whether the kindergarten would be stand alone or would be merged into a K-1 with some of the younger 1st graders. This discussion will be continued, with input from Wendy on the finances and practicalities of a kindergarten class.

The size of the kindergarten, facilities for the kindergarten, and finances will be discussed at future board meetings.

Children who have their 5th birthday by Sept 1, 2014 can be admitted to kindergarten in 2014. Children who have their 5th birthday between Sept. 1 and Dec 2 are eligible for a transitional kindergarten year (the first year of a two-year program).

Adjournment

4:30 pm

River Montessori Charter School does not discriminate against anyone 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).