

**REGULAR MEETING OF THE  
RIVER MONTESSORI CHARTER SCHOOL (RMCS) BOARD OF DIRECTORS**  
RIVER MONTESSORI CHARTER SCHOOL  
3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414  
March 13, 2019  
6:30 PM

Board Approved 05/08/19 - GR/jc

**MINUTES**

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website [www.rivermontessoricharter.org](http://www.rivermontessoricharter.org)

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

**Location(s):**

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Ginny Hautau: 22 Link Street, NW, Albuquerque, NM 87120
- Michelle Hammons: 6140 Old Quarry Loop, Oakland CA 94605
- Tim Lohrentz 1815 Chestnut Street, Oakland CA 94607

● **CALL TO ORDER**

- Director Puch called the meeting to order at 6:43 PM.
- Directors Puch, Hautau, Royes, Covarrubias, Hammons, Matthews, and Lohrentz were present.
- Staff present: Kelly Griffith Mannion, Executive Director, Michelle Leonard, Chief Business Officer, Julie Carolan, Administration & Communications Manager

● **READING OF RMCS MISSION & VISION**

- Director Royes read the Mission and Vision statements.

● **APPROVAL OF AGENDA**

- Meeting Agenda was approved with unanimous consent (7-0).
  - Motion: Director Royes            Second: Director Covarrubias
  - Aye: Puch, Hautau, Royes, Covarrubias, Hammons, Matthews, and Lohrentz
  - Nay: 0

● **PUBLIC COMMENT - None**

*Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.*

- **APPROVAL OF 01/12/2019 and 02/07/2019 MEETING MINUTES**

- Minutes of the Jan 12, 2019 Board Retreat were reviewed for edit and approval. Director Lohrentz suggested an edit to the minutes. Meeting minutes were then approved (6-0-1)
  - Motion: Director Lohrentz      Second: Director Puch
  - Aye: Puch, Hautau, Royes, Covarrubias, Matthews, and Lohrentz
  - Nay: 0
  - Abstain: Director Hammons
- Minutes of the Feb 07, 2019 Board Meeting were reviewed for edit and approval. Meeting minutes were then approved (4-0-3)
  - Motion: Director Matthews      Second: Director Royes
  - Aye: Puch, Royes, Matthews, and Lohrentz
  - Nay: 0
  - Abstain: Directors Hammons, Hautau, Covarrubias

- **COMMUNICATIONS**

- Foundation/Fundraising Report:
  - Positive report from the River Montessori Foundation following the successful Creator Faire, Book Faire and Variety Show events.
- RMCS Executive Director's Report:
  - Executive Director/Superintendent Mannion provided updates regarding the Petaluma City Schools Board Meeting, Dinosaur Days, a second year student's poetry being published, lunches with 6th year students, Watershed Project, Earthday planning, Partnership Meetings, Hosting of Bay Area Montessori Association, and California Assessment of Student Performance and Progress testing.
- Board Professional Development:
  - Discussion surrounding BOD professional development. Recommendation to attend CSDC and for all members to review the Brown Act.
- Outreach Report:
  - Discussion surrounding Executive Director/Superintendent Mannion's upcoming Spanish radio interview, prospective parent meetings, parent meetings and enrollment.
- Finance Report:
  - Deferred to Board Business
- Facilities Report:
  - Anticipate renewing current facility lease

- **BOARD BUSINESS**

- Discussion & Action: Second Interim Report
  - CBO led discussion on Second Interim Report. Revenue is higher than anticipated. Expenditures have been adjusted as needed, leaving RMCS with a lower than anticipated overage to add to our reserves, yet still exceeding requirements and maintaining a balanced budget . Motion to approve the Second Interim Report passed with unanimous consent (7-0)
    - Motion: Director Hautau      Second: Director Hammons
    - Aye: Puch, Hautau, Royes, Covarrubias, Hammons, Matthews, and Lohrentz
    - Nay: 0
- Discussion & Action: Annual Auditor Selection
  - Discussion surrounding the options for renewing the RMCS Financial Auditor contract. Motion to continue utilizing CliftonLarsonAllen LLP as the RMCS auditor passed with unanimous consent (7-0).
    - Motion: Director Royes      Second: Director Matthews
    - Aye: Covarrubias, Mathews, Hautau, Lohrentz, Puch, Royes, Hammons
    - Nay: 0
- Discussion: Policy Review Calendar
  - Discussion surrounding the Policy Review Calendar from CSDC. BOD Secretary will meet with RMCS's Administration & Communications Manager to finalize the calendar.
- Discussion & Action: Discussion & Action: Field Trips
  - Discussion surrounding the previously approved overnight field trips. The 4th and 5th year students were approved to attend the Mosaic Project overnight trip in the Santa Cruz Mountains April 29, 2019 - May 3, 2019. The 6th year students were approved to attend the Catalina Island Marine Institute overnight trip May 14, 2019 - May 17, 2019. The 6th year field trip to CIMI is canceled due to lack of student interest. New potential overnight field trips include the Monterey Aquarium on April 06, 2019, overnight on campus on May 07, 2019, or having the 6th year students join the 4th and 5th year students at the Mosaic Project. Motion to approve these options based on the 6th year students preference passed with unanimous consent (7-0)
    - Motion: Director Lohrentz      Second: Director Puch
    - Aye: Hautau, Lohrentz, Puch, Royes, Matthews, Hammons, Covarrubias
    - Nay: 0
- Discussion & Action: 19-20 RMCS Academic Calendar
  - Discussion surrounding the proposed 2019-20 Academic Calendar. Motion to approve the 2019-20 Academic Calendar as proposed passed with unanimous consent (7-0)
    - Motion: Director Hammons      Second: Director Puch
    - Aye: Puch, Hautau, Royes, Covarrubias, Hammons, Matthews, and Lohrentz
    - Nay: 0

- Discussion: Conflict of Interest Form 700
  - Discussion surrounding the BOD member's Conflict of Interest Form 700. A copy of the form shall be sent to the CBO by April 1, 2019.
  
- Discussion & Action: Executive Director's Review & Evaluation
  - Discussion surrounding the Executive Director's Review & Evaluation. Motion to approve the Executive Director to conduct a Self Reflection with feedback provided by one of the RMCS Guides (Deanna) by the end of April passed with unanimous consent (7-0)
    - Motion: Director Royes            Second: Director Puch
    - Aye: Puch, Hautau, Royes, Covarrubias, Hammons, Matthews, and Lohrentz
    - Nay: 0
  
- Discussion: Board Self-Assessment & Evaluation
  - Discussion surrounding the Board Self-Assessment & Evaluation  
Directors Hautau and Puch will review potential tools for the BOD Self-Assessment and Evaluation
  
- Discussion: Strategic Plan Review & Adoption
  - Strategic Plan Review & Adoption postponed pending more development.
  
- **ADJOURNMENT**
  - Motion to adjourn the meeting at 9:50 PM. The motion passed with unanimous consent (7-0).
    - Motion: Director Puch            Second: Director Royes
    - Aye: Puch, Hautau, Royes, Covarrubias, Hammons, Matthews, and Lohrentz
    - Nay: 0

**Future Meeting Dates:**

April 10, 2019 - 6:30 PM

May 8, 2019 - 6:30 PM

June 26, 2019 - 6:30PM

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

River Montessori Charter School welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We hope that you will visit these meetings often and your participation assures us of continuing community interest in our School. To assist you in speaking/participating in our meetings, the following guidelines are provided.

1. Agendas are available to all community members
2. Community members who wish to speak on any agenda items or under the general category of "Public Comment" will be given an opportunity to do so.
3. "Public Comment" is set aside for members of the community to raise issues that are not specifically on the agenda. However, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Exceptions to these time limits may be made at the discretion of the Board Chair. The board may give direction to staff to respond to your concerns or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may speak for up to (3) minutes when the Board discusses that item. Exceptions to this time may be made at the discretion of the Board Chair.
5. Community members may request in writing that a topic related to school business be considered for placement on a future agenda. Requests should be addressed to the Board Chair. If such an item is placed on the agenda and publicly noticed, the Board can respond, interact, and act upon the item.