

BOARD OF DIRECTORS – Minutes

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

REGULAR MEETING: Tuesday September 9, 2014

A. OPENING — Time: 6:05 pm

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

Roll Call: Ginny Hautau, Norman Lorenz, Tim, Lohrentz, Milagros Ott

Guest: Kelly Griffith Mannion, Christina Isetta, Parent Javier Alverde

Absent: Carolyn Duffy, Julie Parnow, Julie Petersen

B. AGENDA REVIEW

C. APPROVAL OF MINUTES

Approval of minutes for July + August pushed to October.

D. PUBLIC COMMENT — Javier Alverde spoke about plans for the Foundation to help parents ask their employers to “match” their donations to RMF. He also mentioned exploring a crowd-funding campaign.

E. DIRECTOR’S REPORT

Operations has been about a lot of deadlines relating to finance and working behind the scenes in marketing initiatives. The new arrangements within the facility is working beautifully with the new classroom set-up. A recent tour with a member of a proposed Montessori charter school in Windsor was impressed and commented on excellent example of Montessori education in the public sector. RTI (response to intervention) launched. International Day of Peace, September 21, will include each class making their own set of peace flags and singing songs of peace around the peace pole in a ceremonial celebration. Christina is working to invite the public to witness our celebration via press release and personal invitations.

F. BOARD BUSINESS

1. COMMUNITY FORUM: Norman explained the framework of the Community Forum as follows: Introductions of roles based on the overview of our three-year strategic plan. Javier will introduce the role of the foundation. Break off into groups for specific discussions with leads as follows: Kelly + Norman: Montessori Methodology + Curriculum as it relates to the Strategic Plan; Christina + Tim: Finance; Ginny + Javier: Fund Development; Milagros: Community Outreach. Notes should be taken by all leads and Kelly would like to collect copies of all to use for “evidence” for WASC.

2. **UNAUDITED ACTUALS:** Christina Isetta presented unaudited actuals for approval.
Motion to approve with correction of federal revenue, item 8100:

Tim; Second: Milagros

A:3 (Ginny Hautau, Norman Lorenz, Tim Lohrentz, Milagros Ott) N:0

3. **DECREASING ENROLLMENT:** Discussion of declining/lost enrollment lead by Kelly. Today's enrollment is 171. We began the year at capacity of 190. The greatest number of attrition came from families who were mismatched with the philosophy of Montessori. This year we saw the largest number of families leave once enrollment began in the traditional calendar, several essentially using RMCS for "care" before their intended school of enrollment began. Christina and Kelly are working hard to have a presence in the marketplace via social media, billboards, booths at community events, etc. Discussion to follow at October Meeting.

H. CONSENT ITEMS

Deferred to October Meeting.

I. COMMITTEE REPORTS + UPDATES

1. Finance: Tim

Financing options for families to participate in investing in a new facility via Semble. More on this in future BOD meeting. Next Finance meeting is October 7.

2. Foundation: Javier

Foundation gave first donation to RMCS today for \$17K. Lagunitas fundraiser is coming up on September 20 – open for 50 people. Pizza, finger foods, salsa, guacamole and beer are all being donated. Spring Auction to be held at the Sheraton again on March 7. There is a good chance it may be a sit-down dinner this year. RMF has hired the same auctioneer/DJ as in past years.

3. Outreach: Milagros

No report.

4. Fund Development: Ginny

Sent email for approval/comments from board.

5. Board Development: Julie

Absent. No report.

I. FUTURE AGENDA ITEMS:

Discussion of School Year Calendar with relation to Lost Enrollment, Discussion about First Grade Outreach within our new TK/K Model.

J. FUTURE MEETING DATES

October 21, November 18, December 9, January Retreat TBD, February 10, March 10, April 14, May 12

K. ADJOURN — 6:53pm

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 August 12, 2014

A. OPENING — Time: 6:30 pm

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

Roll Call: Ginny Hautau, Tim Lohrentz, Milagros Ott, Julie Parnow

Guest: Christina Isetta, Parents Eden Belov, Nancy Feldstein, Beth Laurence, Julie Petersen

Absent: Carolyn Duffy, Norman Lorenz

B. AGENDA REVIEW

Change “Student Survey” to “Parent Survey” under first item of Board Business.

C. APPROVAL OF MINUTES

Push to September Meeting.

D. PUBLIC COMMENT — none.

E. BOARD TRAINING

Julie Parnow led a brief discussion on the final two chapters of the Board Training Manual which focused exclusively on Board Assessment. Suggestions were made for improving the board assessment survey. The training manual has several great resources for board surveys. Decision made to update the survey at the end of the annual retreat. A session during the October meeting is to be added to the agenda annually for new board members and review for veteran board members.

F. DIRECTOR’S REPORT

Christina reported on enrollment at 180 students, which is 10 less than was in our budget, which will need to be adjusted. Currently no wait list. Christina reported on facilities, which included small improvements over the summer break such as windows in the doors of River Crew. Christina and Kelly are scheduling an appointment to meet new Superintendent of OAUSD. Going through OAUSD for hearing screening. Kelly attended the most recent AOUSD board meeting.

G. BOARD BUSINESS

1. **PARENT SURVEY:** Julie Petersen reported on the parent survey. Google Forms was not as effective as Survey Monkey. High-level results showed that roughly half of all

students were represented in the survey. 96% of parents reported that their students are satisfied or very satisfied, 96% of parents reported that they are satisfied or very satisfied, 92% of parents were satisfied with their guide. About ¾ of those surveyed planned to have their children stay for the full 6 years. Highest priorities for parents were academic vigor and student independence. 94% of parents felt they understand Montessori philosophy. 96% of parents felt there was a strong community at River.

Discussion included finessing these questions, keeping a handful of core questions that do not change from year-to-year to allow for growth comparables, adding questions that include school-year specific initiatives, and reporting back out to the families the results of each survey.

Julie (Petersen) and Tim would like to be the board liason in the conducting of the survey moving forward. Both Tim and Julie have experience conducting parent surveys professionally.

2. SCHEDULE OF MEETINGS:

Old Adobe Union School District Meetings are held every other Thursday at 6:00pm. RMCS BOD members will each take one month to chose a meeting to attend. Julie Parnow will attend a meeting in August, Ginny will attend a meeting in September. Carolyn, Milagros, Norman and Tim have yet to be assigned a month.

River Montessori Foundation Meetings are not set yet. They are likely to alternate evening and morning from one month to the next as was done in a previous year. September 2 at 8:15 am. Ginny will attend September RMF meeting.

3. COMMUNITY FORUM: Scheduled for September 9 from 7:00-8:00 in Upper El Yuba classroom. In addition to discussing the role of the BOD, we would like to discuss both the long-term plan of the school as well as the results of the most recent parent survey. Tim will work with Norman to finalize the agenda for the evening. Desserts and coffee will be provided by the board and school.

Christina will send an email out to the parents with the agenda. Eden will add the meeting to the chalkboards out front. Christina and Beth will announce the forum on the respective (RMCS and RMF). Christina will ask RiverCrew to set up childcare. Nancy is asking the Cal-Skate "Dine and Donate" on the same night be moved to another date to maximize attendance at school. BOD is grateful for the attendance of so many foundation members.

4. RMF FUNDING: The foundation would like to allocate their committed funds each year in correlation with the board's approved budget.

Motion to approve: Tim; Second: Milagros

A:3 (Ginny Hautau, Tim Lohrentz, Milagros Ott) N:1 (Julie Parnow)

Absent: Carolyn Duffy, Norman Lorenz

H. CONSENT ITEMS

None.

I. COMMITTEE REPORTS + UPDATES

1. Finance: Tim

No report. Next meeting is September 2.

2. Foundation: Beth

Back to school BBQ went well. Nice attendance. Raised over \$1000 on dessert auction, sold about \$700 in t-shirts and several Bridge Campaign donations. Dine and Donate on August 27 at Mary's Pizza Shack. Playdates in the Park begin this September 5 at McNear Park and continue on the first Friday of every month at a different city park.

3. Outreach: Milagros

No report.

4. Fund Development: Ginny

Launch date set for 9/25. Photos coming from Julie Parnow and Tim.

5. Board Development: Julie

Nominees need to attend the September 9 meeting at 6:00. Voting should take place between September 22 – October 15. New member announced immediately and will attend first meeting on October 22.

I. FUTURE AGENDA ITEMS:

September meeting is one hour. Fund Development Committee will present final Indiegogo Campaign for approval, Unaudited Actuals for approval, review Community Forum agenda.

J. FUTURE MEETING DATES

September 9: 6:00 BOD Meeting, 7:00 Community Forum, October 21, November 18, December 9, January Retreat TBD, February 10, March 10, April 14, May 12

K. ADJOURN — 8:27pm

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 July 8, 2014

A. OPENING — Time: 6:36 pm

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

Roll Call: Carolyn Duffy, Tim Lohrentz, Julie Parnow, Julie Petersen

Guest: Kelly Griffith Mannion, Christina Isetta, Parent Beth Laurence

Absent: Ginny Hautau, Norman Lorenz, Milagros Ott

B. AGENDA REVIEW

Tables item E2 (board attendance at Old Adobe Union and River Montessori Foundation) to a future meeting with more board members present — but Thursday 7/17 @ 6:30 is next RMF meeting (RMF meeting schedule may move), and Old Abode meetings are supposed to be second and fourth Thursdays of the month (next one listed on district Web site is August 14).

C. APPROVAL OF MINUTES

Motion to approve minutes: Tim; Second: Carolyn

A:4 (Carolyn Duffy, Tim Lohrentz, Julie Parnow, Julie Petersen) N:0

D. PUBLIC COMMENT — none.

E. DIRECTOR'S REPORT

Kelly attended Old Adobe board meeting on June 26 for vote on our MOU. New superintendent was also announced from Oakland USD. Kelly stressed that it is very important to be at those meetings to develop relationships with board and others involved in the district. Summer is busy with preparations for the new school year – San Lorenzo will be moving next to the learning center. River Crew will stay intact.

F. BOARD BUSINESS

1. MOU: Old Adobe went through and fixed all the items that needed changing and approved the MOU at the June 26 meeting.

2. REVIEW OF STRATEGIC PLAN PRIORITIES FROM JANUARY BOARD RETREAT:

Community:

- Discussed ways to make the community aware of the board and how the board might get involved in the school's existing events as a way of making ourselves known to parents/students/etc.
- Adding another TK/K next year will require an impact study and traffic study, will cost up to \$20K to do that. Building could accommodate a few more classrooms.
- Student presentations have been helpful to have at board meetings. Open house was also helpful to see student work. Will bring student survey results to August board meeting; will get help from Julie Petersen as parent to analyze parent survey results.
- Parent engagement – disappointed that we keep putting off the community forum. Need to set a date (tentatively 7-8pm on Tues 9/9) and invite discussion with the parents to gather ideas & develop relationships. Could learn from Cherry Valley symposia they hold with short presentation and workgroups.

Program:

- Hired special ed director and are closer to full time assistants in all classrooms, TK/K launching soon!
- PE and music program foundation being set, service project piloting at assisted living facilities (Kelly will bring service learning plan to the August board meeting)

Operations:

- Good plan in place to expand TK/K – need to grow student base to increase funding.
- Continuing to look into alternate facilities that may better meet our needs as we grow.

H. CONSENT ITEMS

None.

I. COMMITTEE REPORTS + UPDATES

1. Finance: Tim

No report. Next meeting is August 5.

2. Foundation: Beth

Welcome BBQ scheduled for Sat July 26 @ 4 pm, new board trying to figure out logistics (e.g. scheduling for welcome tea on first day of school) because entire foundation board turns over every summer.

3. Outreach: Milagros
No report. Absent.

4. Fund Development: Carolyn
Board members need to upload their bios/photos to the Indiegogo site

5. Board Development: Julie
Just one response from public postings on getting a new community board member, no responses on posting for board committees, will introduce need for new parent board member in August and invite potential nominees to join the September 9 meeting immediately preceding the community forum, Julie Pe will help facilitate the new parent board member nomination/election process.

I. FUTURE AGENDA ITEMS:
Allocation of RMF Funding, Community Forum Agenda, Board Schedule for OAUSD meetings and RMF meetings.

J. FUTURE MEETING DATES

August 12, September 9, October 21, November 18, December 9, January Retreat TBD, February 10, March 10, April 14, May 12

K. ADJOURN — 8:35pm

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).

