



BOARD OF DIRECTORS RETREAT MEETING AGENDA

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

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

Annual Retreat Meeting: January 12, 2019, 9:00am - 4:00pm

Location(s):

- ❑ Keller Street CoWork, 140 Keller Street, Petaluma CA 94952

A. Opening/Call to Order

Roll Call: Eresa Puch, Ginny Hautau, Glenn Royes, Tim Lohrentz, Eva Covarrubias, Michelle Hammons, Judith Matthews

Staff: Kelly Griffith Mannion, Executive Director, Michelle Leonard, Chief Business Officer, Julie Carolan, Administration & Communications Manager

B. Reading of RMCS Mission & Vision:

Our mission at River Montessori Charter School is to provide students with a learning culture grounded in Montessori philosophy. This historically proven educational model supports the whole child, creates lifelong learners, and educates for peace. The resulting academic excellence is supported by a prepared classroom environment that inspires self-paced, individualized discovery; a love of learning; and respect for self, others, and the environment.

Our vision at RMCS is to create a Montessori learning community where children are inspired to realize their academic, personal, and social potential to become global citizens.

C. Agenda Review

D. Public Comment

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E. Approval: Minutes from 12/12/18 RMCS BOD Meeting

F. Board Business

1. Discussion: Board Roles and Job Descriptions
2. Discussion & Action: Executive Director/Superintendent Evaluation
3. Discussion & Action: Policies Calendar Review & Assignment
4. Discussion & Action: BOD Survey
5. Discussion: Adolescent Program Update
6. Discussion & Action: RMCS Site Safety Plan

12:00-1:00 p.m. Lunch Break

G. Strategic Planning - 5 Year Plan

1. Community

a. Communication & Outreach:

- i. **Spring Scheduling**
- ii. **Community Partnerships and Potential Community Board Member - Development/Appointment of Search & Recommendation Committee/ Member**
 1. Discussion & around potential individuals
 2. Goal to bring in more than one

2. Ed Program

a. Adolescent Program:

- i. Facilities
- ii. Faculty/Staff/Management Training
- iii. Community Partnerships/Hiring
- iv. Curriculum & Instruction
 1. Assessments
 2. Faculty/Staff/Management Training
 3. CSDC updates

3. Operations

a. Facilities, HR, & Operations:

- i. Fall 2019-20 and beyond outlook
- ii. Lease
- iii. Contracts
- iv. Budget

H. Future Agenda Items/ Closing remarks

I. Adjournment

Future Meeting Date(s): March 14, 2019, 6:30pm
 June 27, 2019, 6:30p

May 9, 2019, 6:30pm

(Committee Meetings February, April)

Instructions for Presentations to the Board by Members of the Community

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[For office use only: Posted On-site: Initial jc /Date 01/09/19 Posted Website: Initial jc /Date 01/09/19]

3880 Cypress Drive, Ste B • Petaluma, CA 94954 • 707.778.6414 • www.rivermontessoricharter.org

River Montessori Charter School is an Equal Opportunity Employer and does not discriminate against any persons (actual or perceived disability, gender, gender identity or expression, 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).

**REGULAR MEETING OF THE
RIVER MONTESSORI CHARTER SCHOOL (RMCS) BOARD OF DIRECTORS**
RIVER MONTESSORI CHARTER SCHOOL
3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414
December 12, 2018
6:30 PM

MINUTES

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Location(s):

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Tim Lohrentz: 1815 Chestnut Street, Oakland, CA 94607
- Ginny Hautau: 22 Link Street, NW, Albuquerque, NM 87120

● **CALL TO ORDER**

- Director Puch called the meeting to order at 6:35 PM.
- Directors Puch, Hautau, Royes, Covarrubias, and Lohrentz were present. Director Covarrubias left the meeting at 7:35 PM
- Staff present: Kelly Mannion - Executive Director, Michelle Leonard - CBO, Julie Carolan - Administration and Communications Manager.

● **READING OF RMCS MISSION & VISION**

- Director Hautau read the Mission and Vision statements.

- **GUEST** - Mr. Peter Tatum from the Petaluma Music Festival presented a \$1,500.00 donation to RMCS for our Music Program.

● **APPROVAL OF AGENDA**

- Meeting Agenda was approved with unanimous consent (5-0) after deletion of Independent Study Approval.
 - Motion: Director Royes Second: Director Covarrubias
 - Aye: Covarrubias, Hautau, Lohrentz, Puch, Royes
 - Nay: 0

- **PUBLIC COMMENT** - None

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- **APPROVAL OF PREVIOUS BOD MEETING MINUTES**

- Minutes from 10/18/18 & 10/30/18 RMCS BOD Meetings were reviewed for edit and approval. Director Lohrentz suggested an edit to 10/30/18's minutes. Meeting minutes were then approved with unanimous consent (5-0)
 - Motion: Director Royes Second: Director Covarrubias
 - Aye: Covarrubias, Hautau, Lohrentz, Puch, Royes
 - Nay: 0

- **COMMUNICATIONS**

- Foundation/Fundraising Report
 - Nothing to Pass
- RMCS Executive Director's Report
 - Executive Director/Superintendent Mannion provided updates regarding the music concert fundraiser, charter renewal, use of the Montessori Compass, Communications, School Closure due to smoke and air quality, and the Charter School Development Conference Passdown.
- Outreach Report
 - Nothing to Pass
- Finance Report
 - Discussed during Board Business
- Facilities Report
 - Nothing to Pass

- **BOARD BUSINESS**

- Discussion & Action: Board Development/Installation of New Community Board Member
 - Motion to add Judith Mathews as new Community Board Member passed with unanimous consent (5-0)
 - Motion: Director Covarrubias Second: Director Hautau
 - Aye: Covarrubias, Hautau, Lohrentz, Puch, Royes
 - Nay: 0
- Discussion & Action: Policy Review Calendar
 - Discussion surrounding the various administrative requirements for Charter Schools. The Charter School Development Center has a suggested calendar to ensure timely delivery of all required documentation while distributing the workload throughout the year. Motion to approve the Annual Charter School Governing Board Oversight Calendar as a way to ensure timely review/action in accordance with the school year passed with unanimous consent (6-0). The BOD Secretary will have oversight of the calendar and is responsible for the project management in accordance with the timelines.
 - Motion: Director Royes Second: Director Puch
 - Aye: Covarrubias, Mathews, Hautau, Lohrentz, Puch, Royes
 - Nay: 0
- Discussion & Action: Field Trips

- Discussion surrounding the overnight field trips. The 4th and 5th year students are proposed to attend the Mosaic Project overnight trip in the Santa Cruz Mountains April 29, 2019 - May 3, 2019. The 6th year students are proposed to attend the Catalina Island Marine Institute overnight trip May 14, 2019 - May 17, 2019. These trips are more expensive than previous years overnight trips. Motion to approve the Mosaic Project and Catalina Island Marine Institute as the field trips for the 2018-19 school year passed with unanimous consent (5-0)
 - Motion: Director Lohrentz Second: Director Puch
 - Aye: Mathews, Hautau, Lohrentz, Puch, Royes
 - Nay: 0

- Discussion & Action: 2018-19 First Interim Report
 - Discussion surrounding the 2018-19 First Interim Report. Motion to approve the 2018-19 First Interim Report passed with unanimous consent (4-0)
 - Motion: Director Puch Second: Director Royes
 - Aye: Hautau, Lohrentz, Puch, Royes
 - Nay: 0
 - Abstain: Mathews

- Discussion & Action: 2017-18 Final Audit Report
 - Discussion surrounding the 2017-18 Final Audit Report. CliftonLarsonAllen LLP conducted a financial audit for 2017-18 school year ending June 30, 2018. The Financial Committee has also reviewed the report. Motion to approve the 2017-18 Final Audit Report passed with unanimous consent (4-0)
 - Motion: Director Royes Second: Director Puch
 - Aye: Hautau, Lohrentz, Puch, Royes
 - Nay: 0
 - Abstain: Mathews

- Discussion & Action: a) J-13 Waiver (Request For Allowance of Attendance Due to Emergency Conditions)/ b) ER Closure Process
 - Discussion surrounding J-13 Waiver (Request For Allowance of Attendance Due to Emergency Conditions) and ER Closure Process. With the emergency school closure due to smoke and hazardous air quality November 9,13,14,16, 2018 RMCS must submit a J-13 Waiver to account for the missed school days. As a charter school, we are required to have 175 days p/yr by law. Additional discussion surrounding the Emergency School Closure Process took place. Motion to approve the J-13 Waiver passed with unanimous consent (5-0)
 - Motion: Director Puch Second: Director Hautau
 - Aye: Hautau, Lohrentz, Puch, Royes, Mathews
 - Nay: 0

- Discussion & Action: Sonoma State University Addendum

- Discussion surrounding the Sonoma State University's (SSU) Addendum regarding SSU and RMCS' partnership with SSU's student teachers. Motion to approve Sonoma State University's Addendum passed with unanimous consent (5-0)
 - Motion: Director Royes Second: Director Puch
 - Aye: Hautau, Lohrentz, Puch, Royes, Mathews
 - Nay: 0

- Discussion: Board Retreat Planning
 - Discussion surrounding the 2018-19 BOD retreat. The BOD will be working on the Strategic Plan for RMCS. Primary date is Jan 19, 2019. Secondary will be Feb 20, 2019

- Discussion: Charter Renewal Vote
 - Discussion surrounding the RMCS Charter Renewal Vote. The vote will take place at La Tercera Elementary School on 16 Dec 2018 at 6:00 PM.

- **ADJOURNMENT**
 - Motion to adjourn the meeting at 8:46 PM. The motion passed with unanimous consent (5-0).
 - Motion: Director Mathews Second: Director Puch
 - Aye: Mathews, Hautau, Lohrentz, Puch, Royes
 - Nay: 0

Future Meeting Dates:

- January 12, 2019 - 9:00 AM to 4:00 PM (Board Retreat)
- March 13, 2019 - 6:30 PM
- May 8, 2019 - 6:30 PM
- June 26, 2019 - 6:30 PM

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RIVER MONTESSORI CHARTER SCHOOL
Local School Site Safety and Emergency Plan

Creating and Maintaining a Safe Environment

Awareness and preventative action are essential in creating and maintaining a physically and emotionally safe environment. As it is not possible to cover all potentially dangerous situations, it becomes the responsibility of all staff members to make safety their primary focus.

Only when a student experiences an environment that is physically and emotionally safe can genuine healing begin to take place.

If a situation arises where there is a question regarding student or staff safety, the action taken should reflect the safest choice possible, even if it seems overly conservative at the time.

RMCS has adopted the Marin County Office of Education's Model Emergency as an overall safety infrastructure model, reference and overall practice guide. Specific local practices listed below in this plan.

Disaster Plan

The intent of this plan is to clarify River Montessori Charter School (RMCS) procedures in the event of an emergency. The objectives of the RMCS plan are the following:

- To provide for action which will minimize injuries and loss of life of students and school and emergency personnel if an emergency occurs during school hours;
- To provide for maximum use of school personnel and school facilities;
- To ensure the safety and protection of our students and school personnel immediately after a disaster;
- To arrange for a calm and efficient plan for parents to retrieve their children from school, should it be necessary, following a disaster.
- To meet these objectives, in the event a disaster should occur when children are in attendance during the RMCS school day or an event or activity, the following action plan(s) would be implemented:

RMCS Guide/Employee will:

- Give "duck, cover, and hold" instructions in event of earthquake.
- Evacuate building, according to the RMCS evacuation plan in case of fire or after an earthquake.
- Teachers will take first aid kit and duffel bag only when evacuating to designated evacuation sites.
- Hold students in assigned area [*to the Ellis Treatment trail head/ Southeast Corner of RMCS parking lot*], take role, and wait for "all clear," or further instructions from authorized school or emergency personnel.
- School administration will take Emergency Contact binder, Student Medication bag, Employee Sign-in roster, and support in the evacuation of students to assigned area.

- Remain with class and report anyone who is missing
- Take appropriate first aid action.
- Refrain from re-entering buildings until deemed safe by city building officials.

Executive Director or Designated Emergency Personnel will

- In the event of a fire, shut off gas, electricity, and water (in that order).
- In the event of an earthquake, if gas is smelled, turn off gas; if there is an electrical problem, turn off electricity, if there are water leaks, turn off water. Once gas is turned off, do not turn back on; contact P.G.&E.
- Inspect buildings for damage.
- Report to Executive Director or Designated Emergency Personnel for further instructions.
- Set up and coordinate a first aid center.

Designated Emergency Personnel/Executive Director will

- Assign available adults to tasks as needed.
- Decide if evacuation to a designated shelter is necessary.

School Office Manager will

If telephones are operable:

- Notify the police department and/or fire department.
- Monitor incoming phone calls.
- Maintain communication with employees and outside agencies.

Special Information for Parents

Telephone/Communications

- In the event of an earthquake, flood or other natural disaster, employees must keep radios tuned to local/emergency radio station for advisory information. Please do not call RMCS as all lines must be open for emergency calls.

Dismissal

- Should there be a major earthquake, children will remain under the supervision of RMCS authorities until parents or responsible adult(s) can pick them up

Student Release Procedure

- Go directly to the entrance of RMCS or evacuation area.
- Inform guide, assistant, or adult responsible for that classroom that child is being taken from the class line.
- Proceed with child back to student release area just outside school entrance to sign a Student/Emergency Release form for each child being released to an adult. Do not allow any child to be removed without a signed Student/Emergency Release form. This provides us a record of where each child is should someone arrive later looking for the child.
- Unless an employee is staying to volunteer, please leave as quickly as possible after releasing all

children.

- Adults will be needed to help with first aid, dismissing students, helping with classes, monitoring traffic, [etc. add additional responsibilities]. Any employee who is able to volunteer shall go directly to the RMCS Command Center where a volunteer coordinator will provide an assignment. Volunteer Guides should leave children with their classes and not sign any student release forms until the child is ready to leave the school property.

If Parent/Guardian(s) Cannot Get to RMCS

- Should a major disaster occur, it is likely that many parent/guardians will not be able to reach RMCS right away. If conditions make it necessary, RMCS will release children to adult indicated on the child's Emergency Release form. RMCS will keep a written record of each child and the adult to whom the child has been released.
- The RMCS Executive Director or Designated Emergency Personnel/Coordinator will determine the need to leave the building. In the event the building cannot be reoccupied or if a fire requires evacuations of RMCS, the students will be transferred to the nearest available safe shelter.
- If children are caught in a disaster between home and RMCS, it is recommended that they go immediately to RMCS.

Food and Water

- In the event that children would need to remain on the RMCS campus for several hours after any sort of a disaster, there will be a supply of fresh water and limited food in each classroom's school emergency/earthquake kit.

Fire Drills and Evacuation

- In the event of fire at RMCS, RMCS will be immediately evacuated according to the floor plan set forth at the beginning of each school year. The location for RMCS student and staff evacuation is the Ellis Creek frontage area. Guides are required to maintain a current student roster at all times; checking attendance immediately after evacuation. Fire drills will be conducted at least once per year with the evacuation of the local fire department. Results are tracked and posted in school administration.

Process below is practiced in regular, monthly drills (alternating Fire/Earthquake)

- Give "duck, cover, and hold" instructions in event of earthquake.
- Evacuate building, according to the RMCS evacuation plan in case of fire or after an earthquake (maps posted in each classroom, next to Emergency 1st Aid Backpack).1
- Teachers will take Emergency backpack (backpack is equipped with a updated classroom roster, parent/guardian contact, first aid kit, emergency first aid instructions, and an "All Clear" sign) when evacuating to designated evacuation sites.
- Hold students in assigned area [*the Ellis Treatment trail head/ Southeast Corner of RMCS parking lot*], take role, hold up their "All Clear" sign, and wait for "all clear," or further instructions from authorized school or emergency personnel.
- School administration will take Emergency Contact binder, Student Medication bag, Employee Sign-in roster, and support in the evacuation of students to assigned area.
- Remain with class and report anyone who is missing.
- Take appropriate first aid action.
- Refrain from re-entering buildings until deemed safe by city building officials.

Bomb Threats

- In the case of a bomb threat at RMCS, RMCS will be immediately evacuated according to the fire evacuation plan, appropriate emergency personnel will be summoned. Students and guides will not re-enter the building until it has been deemed safe by emergency personnel.

Lockdown

- A school lockdown is an emergency protocol established to protect people inside a school facility from a dangerous or external event. The term “lockdown” can be defined as an emergency course of action taken by an agent of authority such as school Superintendent; Executive Director, or police force, to contain and confine people in a building, controlling their movement so that a threat or problem can be located and resolved immediately with the least amount of casualties and chaos.

DRAFT

Active Interior Threat

RMCS is a unique campus with an open floor plan, larger windows and open classrooms (though several locked areas). There are multiple egress options and the campus is located next to two large open space/wetland areas. RMCS has been advised by Petaluma City Police Department, the setting and options are advantageous for the safety of those in an active interior threat situation; that faculty, staff, and students should be directed to quickly exit the facility, and move to the local wetland area. The plan below includes the flexibility of an immediate assessment by the Executive Director/Principal, should it be determined that students moving to locked areas would be the safest course of action.

RUN, HIDE, FIGHT

Local Safety Support Services (Fire/Police Department) as well as FEMA and Homeland Security are recommending the “RUN, HIDE, FIGHT” in an Interior Threat situation.

Recognize signs of potential violence around and what to expect after an active interior threat takes place. Remember during an active threat to RUN. HIDE. FIGHT.

Be Informed

- Sign up for an active shooter training.
- If you see something, say something to an authority right away.
- Sign up to receive local emergency alerts and register your work and personal contact information with any work sponsored alert system.
- Be aware of your environment and any possible dangers.

Make a Plan

- Make a plan with your family, school, or organization, and ensure everyone knows what they would do, if confronted with an active shooter.
- Look for the two nearest exits anywhere you go, and have an escape path in mind & identify places you could hide.
- Understand the plans for individuals with disabilities or other access and functional needs.

The following are guidelines from the FEMA/Homeland Security website

During

RUN and escape, if possible.

- Getting away from the shooter or shooters is the top priority.
- Leave your belongings behind and get away.
- Help others escape, if possible, but evacuate regardless of whether others agree to follow.
- Warn and prevent individuals from entering an area where the active shooter may be.
- Call 911 when you are safe, and describe shooter, location, and weapons.

HIDE, if escape is not possible.

- Get out of the shooter's view and stay very quiet.
- Silence all electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off lights.
- Don't hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
- Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
- Stay in place until law enforcement gives you the all clear.
- Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.

FIGHT as an absolute last resort.

- Commit to your actions and act as aggressively as possible against the shooter.
- Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the shooter.
- Throw items and improvise weapons to distract and disarm the shooter.

After the Event

- Keep hands visible and empty.
- Know that law enforcement's first task is to end the incident, and they may have to pass injured along the way.
- Officers may be armed with rifles, shotguns, and/or handguns and may use pepper spray or tear gas to control the situation.
- Officers will shout commands and may push individuals to the ground for their safety.
- Follow law enforcement instructions and evacuate in the direction they come from, unless otherwise instructed.

- Take care of yourself first, and then you may be able to help the wounded before first responders arrive.
- If the injured are in immediate danger, help get them to safety.
- While you wait for first responder to arrive, provide first aid. Apply direct pressure to wounded areas and use tourniquets if you have been trained to do so.
- Turn wounded people onto their sides if they are unconscious and keep them warm.
- Consider seeking professional help for you and your family to cope with the long-term effects of the trauma.

Executive Director / Office Manager / Designated Emergency Personnel

1. Upon receiving a report of a threat (E.g. an armed intruder and/or active shooter inside RMCS), an announcement will be made via intercom to all school employees/personnel. The Executive Director or designee will determine the response for the event. The office will announce, “*Our Green classes are starting. Please head to the Adobe classroom*” (Adobe Classroom is code for open space/wetland areas). Or, “*please exit to the _____ (best locked area or exterior for the threat).*” This message should be given twice
2. A school staff member will call 911 immediately and advise police of the situation. The staff member will remain on the line relaying information, as it becomes available until directed otherwise by police personnel.
3. Guides should take attendance of students in their classroom, and if possible convey this information to the Executive Director or Office Manager.
4. When safe to do so, the Guides should escort their students to the nearest locked room without windows (Locking rooms: River Crew Cove, Music Room, Tech Room, Student Support Services; Executive Director’s Office; Tech Room). If in a classroom with a window, blinds should be closed. Guides are NOT to open or unlock the area until released by Executive Director, Police, or designated Emergency Personnel gives the all clear.
5. *As an open floor plan environment, RMCS administration has been advised that when safe, Guides shall support students in exiting the building to Ellis Creek wetlands area and keep moving with the children
6. Students will be prone on the floor, away from door openings and interior walls and ordered to be still and quiet.
7. Guides are not responsible for locking any exterior doors.
8. Police will expect the guides to remain with the students and assist with any student needs and with any plans, including evacuation.
9. Once the building is determined to be safe, the Executive Director, police representative, or designated emergency representative will give the “all clear.”

Active Exterior Threat

1. This type of lockdown occurs when an anticipated outside threat is heading toward RMCS that may potentially harm students or employees. Examples range from a person armed with a gun or knife to a police pursuit which is coming close to, or in the direction of the school. A lockdown decreases risks to RMCS students and employees.

Executive Director and Front Office Personnel:

1. RMCS's responsibility remains much the same as for a threat inside the building. There are, however, several changes and additions. Upon notification of an armed/active shooter or assailant on or near school property, RMCS shall go into immediate lockdown of all exterior doors. The RMCS Executive Director or designee will announce "Mr Green has arrived – no playing on the ____ area (location/area where external siting exists)" This message should be give twice.
2. An office staff member will call 911 and advise dispatch of the impending threat approaching the school. 911 will not need to be called if the external lockdown was initiated by police.
3. The Executive Director and designates shall be responsible for locking all outside doors in an attempt to limit access to the school.
4. The Executive Director and designates will post SCHOOL IN LOCKDOWN signs on exterior doors.
5. Guides are to follow all lockdown rules as outlined in the interior lockdown policy.
6. Students arriving at the school will be marshalled into the school unless it is safer to go to a designated "safe place" away from the school. Depending on when lockdown is called, students may be outside at recess or lunch. The Executive Director and designates will have to monitor doors, allowing entry of students if safe to do so, watching closely for any threat.
7. Neither staff nor students will exit the school until given the stand down/all clear order by the police authority designate, Executive Director, or Executive Director's designate.

Active Threat Practice

RMCS will practice active threat drills at least 2 times per year (once per semester). These drills shall be conducted during class times, as well as at recess or lunch. A log must be kept of all emergency drill practices, noting the date and times, the circumstances, and the time take to secure the school facility.

Adopted:

***Pending PCPDreview, and Board Approval Dec 2018**

**Adopted Marin Model approved by RMCS BOD on 10/18/18*

Amended:

Notes: Fire Inspector Review/walk-through approval .11/01/18

DRAFT - RMCS Compliance Checklist for a Comprehensive School Safety Plan

Reference: California Education Code: Sections 32280–32289 for Required Components

Section 32281

(b)

- (1) Plan is written and developed by a school site council (SSC)
- (2) The SSC may delegate this responsibility to a safety committee made up of principal/designee, teacher, parent of child who attends the school, classified employee, and others, if desired.

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
RMCS Emergency Action Plan 2009, (Rev 2013; 2018)	School Site Council: RMCS BOD – Sub Committee (GR; RM; EP, KGM) Designees: Executive Director Coord/Student Support Services Admin/Comm/Ops Mgr BOD Rep - GR

(b)

- (3) SSC/planning committee consulted with a representative from a law enforcement agency in the writing and development of the comprehensive school safety plan.

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Local Site Safety Plan/Development 2010 orig. (Rev. 2014, Rev. 2018)	PFD: Annual Inspection Fire Inspector/Specialist – Review Policy Plans PCP: District 15/Beat meetings; onsite inspections SSC: Review/update policies & plans; recommend to BOD; incorporate into school practices. RMCS BOD: Review/approve policy

Section 32282

- (a) The comprehensive school safety plan includes, but is not limited to all of the following:

- (1) An assessment of the current status of school crime at the school and at school-related functions, which may be accomplished by reviewing one or more of the following types of information:

- Office Referrals
- Attendance rates/SARB data
- Suspension/Expulsion data
- CA Healthy Kids Survey
- School improvement plan
- Local law enforcement juvenile crime data
- Property Damage data

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Weekly/Monthly Attendance Reports generated through school info database & regular –Attendance findings to parents with quarterly progress reports; or as required by aberration (SARB) or referrals/suspension data Bi-annual local Safety trends – PPD Beat Meetings Weekly/Monthly Messaging/Updates/Alerts – via email	School Info Database – report generation/ongoing Mailings/PPD Beat Meetings CDE; SCOE Superintendent; Community Partners; Montessori Associations;

(2) Identify appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, including but not limited to the following:

(A) Child Abuse Reporting Procedures

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Mandated Reporter Training -At Hire, ongoing - annually Mandated Reporter Acknowledgment -At Hire Ee Handbook & Orientation -At Hire, Ongoing Communication Practices & Procedures Local SCAR Practice/Contacts – Posted (all times in staff resource room) Guidance, advisement (ongoing)	At hire (on-line training and in-person, annually) Ee Orientation & Staff Development Distributed to all staff, posted Posted E.D./Superintendent; Student Support Services; Admin/Ops/HR Mgr. d

(B) Disaster procedures, routine and emergency, crisis response plan including adaptations for pupils with disabilities and the following:

(i) Earthquake emergency procedures that include:

(I) A school building disaster plan

Note: building disaster plan emergency procedures and drills for the following situations that may be associated with an earthquake or other emergency event should be developed and adapted to each school's needs and circumstances in collaboration with first responders and community partners; these may include but are not limited to:

Fire: Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes

(II) Dates/times of procedure drills held once each quarter in elementary, once each semester in secondary.

(III) protective measures to be taken before, during, and after an earthquake

(IV) a program to ensure that pupils and certificated and classified staff of aware of and are trained in procedures.

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
RMCS Adopted Emergency Action Plan - Original 2009 - Rev 2013; 2018 Local Safety Plan R-013; 2015; 2018 ER/Evacuation Map ER/Evacuation Drills Active Threat Drills (Exterior/Interior) School Messaging System Text Messaging Service development in process	Comprehensive Emergency Plan adopted by RMCS Site-specific plan (for ER/evacuation procedures) Posted in all classrooms ER/Evacuation drills practiced monthly (alternating Fire/Earthquake) -Note issues, improvements; tracked through ER Drill binder Twice Annually – Fall/Spring Email messaging for global community; Facebook; Group text pods NEW: communication system through Montessori Compass that has an app for immediate contact

(ii) Establish procedures to allow a public agency including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency.

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
RMCS Emergency Action Plan 2009 (Rev 2013; 2018)	Community Relationships: PFD, PCP, SSC, Parents/Community Partnerships

(C) Suspension/Expulsion policies and procedures

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Discipline, Suspension and Expulsion Policy , 2009 (Rev 2014; 2018)	Posted on website (Board review – at charter renewal) Located in Charter
Ee Handbook – at hire/annually Ongoing counsel/advisement	Approved by BOD; reviewed annually E.D/Superintendent/Student Support Services

(D) Procedures to notify teachers of dangerous pupils

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Discipline, Suspension and Expulsion Policy , 2009 (Rev 2014; 2018)	E.D/Superintendent/Student Support Services
Ee Handbook – at hire/annually Ongoing counsel/advisement Parent Enrollment Assessment & Survey , at enrollment, or as provided Parent Reports/Court Orders – as given	-Parent Enrollment Assessment & Survey reviewed by ED/Sup, Classroom Teacher, Student Support Services (and any other personnel who must know) -IEP/504 Plans at enrollment reviewed and forwarded to ED/Sup, Classroom Teacher, Student Support Services (and any other personnel who must know) Court/Custody arrangements are reviewed and signed by ALL STAFF

(E) Discrimination and Harassment Poicy. Include hate crime reporting procedures and policies here.

Note: The Legislature encourages safety plans to include bullying policies and procedures to the extent that resources are available. Assembly Bill 9 Ch. 723 requires that all schools have an anti-bullying policy and AB746 covers all types of bullying including cyber-bullying. While it is not requireto place these policies in the school safety plan, they may be placed here.

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Anti-harassment, discrimination and retaliation policy , Ee given, signed at hire	All employment policies given at hire, and are part of quarterly and/or annual trainings
Harassment, Discrimination, Intimidation and Bullying Prevention Policy Compliant with the Safe Place to learn Act (2018)	Employees sign, acknowledging adherence to policy
Posted in Staff Resource Room Ee Handbook – at hire/annually Ongoing counsel/advisement Community Handbook – “Grace & Courtesy” – annual Quarterly Staff Development	

(F) Schoolwide Dress Code, if exists, including prohibition of gang-related apparel

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Ee Handbook – at hire/annually	All employment policies given at hire, and are part of quarterly and/or annual trainings
Community Handbook – annually, posted on website	Parents/students receive Community Handbook at enrollment; available on RMCS Website
Counseling/Advisement , as required	Students, staff counseled as required by ED/Sup, Classroom Guide, Student Support Services

(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site.

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Registration of Visitors/Guests , policy (2019) posted on website ‘ Signage posted at each ingress/egress site	Policies posted on RMCS website
Arrival Dismissal Procedures – in Welcome Packet, posted on web	
Ee Handbook – at hire/annually	All employment policies given at hire, and are part of quarterly and/or annual trainings
Traffic Flow/Parking Map – posted on web; regular announcements, reminders to community	
Community Handbook – annually, posted on website	Parents/students receive Community Handbook at enrollment; available on RMCS Website
Counseling/Advisement , as required	Students, staff counseled as required by ED/Sup, Classroom Guide, Student Support Services

(H) A safe and orderly environment conducive to learning at the school

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Ee Handbook – at hire/annually Ee Job Description – at hire	All employment policies given at hire, and are part of quarterly and/or annual trainings
Community Handbook – annually, posted on website	Parents/students receive Community Handbook at enrollment; available on RMCS Website
Counseling/Advisement , as required	Students, staff counseled as required by ED/Sup, Classroom Guide, Student Support Services

(I) Rules and procedures on school discipline

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Ee Handbook – at hire/annually	All employment policies given at hire, and are part of quarterly and/or annual trainings
Community Handbook – annually, posted on website RMCS Charter (R-2014)	Parents/students receive Community Handbook at enrollment; available on RMCS Website Posted on Website, available in school administration
Discipline, Suspension and Expulsion Policy , 2009 (Rev 2014; 2018)	Posted on RMCS Website, available in school office
Communication Practices Counseling/Advisement , as required	Distributed to staff/posted in Staff Resource Room Students, staff counseled as required by ED/Sup, Classroom Guide, Student Support Services

Section 32282

(c) Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees.

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Community Partnerships, Updates, , ongoing	OAUUSD, SCOE, CDE – review updates, consult PFP – annual coordination/inspection PPD – regular coordination/consult – no less that every two years Legal charter advisors/firm – review updates/policies as occur

(d) Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented. Keep an updated file of all non-sensitive safety-related plans and materials readily available for inspection by the public.

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
RMCS Emergency Action Plan 2009, (Rev 2013; 2018) Local Site Safety Plan/Policy 2010 orig. (Rev. 2014, Rev. 2018) Facilities Binder – with facilities checks/inspections - ongoing ER/Evacuation Drills Binder – ongoing Board Calendar of Policy Review Policy binder – updated, as approved	RMCS Policies in cycle of annual review. All tracking binders available in RMCS school office Available to BOD; and upon request Available in RMCS school office

(e) The Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the comprehensive school safety plan (see E above)

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Anti-harassment, discrimination and retaliation policy, Ee given, signed at hire Harassment, Discrimination, Intimidation and Bullying Prevention Policy Compliant with the Safe Place to learn Act (2018) Posted in Staff Resource Room Ee Handbook – at hire/annually Ongoing counsel/advisement Community Handbook – “Grace & Courtesy” – annual Quarterly Staff Development	All employment policies given at hire, and are part of quarterly and/or annual trainings Employees sign, acknowledging adherence to policy

Section 32282.1

(a) Schools are *encouraged* to include clear guidelines for the roles and responsibilities of the positions listed below (if used by the district)

- Mental health professionals, school counselors
- Community intervention professionals
- School resource officers, police officers on campus

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Student Support Services - Coordinator/Ed.Specialist - staff Speech Pathologist - staff Contracting Psychologist, CBT program	Job Description(s) Imbedded in contract

Section 32284

Plan may include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school.

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Green Policy (2010)	Posted on RMCS website, available in RMCS school office
Pest Integration Management Plan (2018)	Binder maintained in school office, includes, plan and practices

Section 32288

(a) Submit the plan to school district office or county office of education for approval.

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
	Checklist included as part of 2019 Charter Renewal (Nov 2018)

(b) (1) SSC/Planning Committee communicated school safety plan to public at a public meeting at the school site

Mandate Met (plan, date)	Comments, Suggested Details (resources, activities, etc.)
Review Date: Draft September 2018	To be an agenda action item on annual BOD calendar