

RMCS BOARD OF DIRECTORS

Meeting Minutes

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

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website www.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 Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

Regular Meeting: August 9, 2016

A. Opening/Call to Order: 6:32 pm

Roll Call:

In attendance: Tammy Cleland, Carolyn Duffy, Betsy Ehlen Hall, Ginny Hautau, Tim Lohrentz, Ruben Mejia, Eresa Puch

Absent: Norman Lorenz

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business pManager, Julie Carolan, School Administration Coordinator

Guests: Lisa Hartman (Guide), Lorna Rochman-McIntire (Special Ed Teacher), Amy Atchley (RMF Chair), Jessica Holten-Casper (RMF Vice-Chair), Melissa Franks (RMF Treasurer), Karen Orlandi (parent), Michelle Loftin (parent), other parents, and guardians

B. Student Presentations - None

C. Carolyn requested for Agenda item 'G. Board Business, No. 8 - Union School Proposal be moved earlier in the meeting. Carolyn also asked to add in future agenda a section for 'Comments and Future Agenda' prior to adjournment of board meeting.

D. Agenda Review

Action: Approved Agenda for August 9, 2016 BOD Meeting

- Motion: Approved by consensus
- A: 7
- N: 0

E. Public Comment:

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1. Introduction of Lorna Rochman-McIntire as the new Education Specialist Teacher/Coordinator of Student Support Services

2. Karen Orlandi (parent) expressed own enthusiasm and from many parents for the new school year.

F. Approval: Minutes from June 28, 2016 RMCS BOD Meeting

- Motion: Ginny
- Second: Tammy
- A: 3
- N: 0
- Abstain: Betsy and Ruben

G. Union School Proposal

- Cynthia Walsh (Union School Principal and Teacher) presented an overview of the school, collaborative ideas, and the school's goal to stay open.

H. Communications

1. RMCS Executive Director's Report (Kelly)

- a. Successful, fun, and well attended community events - BBQ and Community Work Day
- b. New Special Education Teacher and Student Support Services Coordinator
- c. Received CAASPP (California Assessment of Student Performance and Progress) Report - currently in the assessment process
- d. Montessori Compass - currently assessing the Report Card option
- e. Enrollment process
- f. Current enrollment:
 - TKK - 45
 - LE - 77
 - UE - 52
- g. Guide credentials - all have State credentials; a few are completing the Montessori credential
- h. 1 Internship
- i. Administration level support and additional professional development
- j. Jetting. Jim. CvDue diligence in responding to complaints and appropriate actions taken through levels of Administration, BOD, and Private Investigator
- k. BOD meeting agenda and packet are posted online as well as at physical locations 72 hours in advance; signed by poster
- l. 2016 California Charter Schools Leadership Update Conference - Dec 8 & 9

2. Finance (Michelle)

- a. SY 2015-16 Financials are finalized for review by Sonoma County Education
- b. Michelle will present the unaudited Financial Report in September BOD meeting and will present the audited when available
- c. Revenue over budget by \$269K
 - \$150K for energy efficiency
 - \$60K Education Protection revenue more than expected
- d. Expenses over budget by \$169K
 - \$51K of Depreciation was not included in the budget
 - \$19K Building lease was overlooked

- \$32K fees
 - e. Current Ending Cash - \$557K (\$130K restricted for solar project)
 - f. More details after Finance Committee meeting

3. Foundation (Amy and Melissa)

- a. RMF commits to \$75K assistance to RMCS
- b. Raised \$81K last year
 - Spring Gala/Auction - \$24K
 - Annual Fund - \$25K
 - Walkathon - \$21K
 - Rivertown - \$2k (half of proceeds)
- c. Provided \$65K cash to the school and \$6K in kind donations (shed and PE materials)
- d. Plans to allot funds to be saved in the bank to provide early assistance to the school at the beginning of the next school year
- e. Successful BBQ - received \$1500 from Riverwear and dessert sales
- f. Future activities:
 - Dine & Donate at Panera
 - More community building
 - Invited Board members to host Coffee Social
 - Creator Faire meeting

I. Board Business:

1. Discussion and Action: Facilities Long-term Vision and Facilities Committee Member Establishment
 - a. Facilities Long-term Vision
 - Ruben inquired about current lease, long-term plan, and whether to stay or look into other facilities
 - Michelle & Kelly stated that current lease is good until 2019
 - Kelly raised the need for finalized idea and project planning
 - Facilities Committee is a standing committee with published agenda

Action: To create a Facilities Committee.

- Motion: Tammy
- Second: Betsy
- A: 5
- N: 0

Action: To establish the Facilities Committee members:

1. Ruben
2. Tim
3. Carolyn

- Motion: Eresa
- Second: Ginny
- A: 5
- N: 0

2. Discussion and Action: Policy / Compliance Committee Member Establishment
 - Meeting once or a few times in a year

- Policy / Compliance Committee is a standing committee with published agenda

Action: To create a Policy / Compliance Committee.

- Motion: Betsy
- Second: Tammy
- A: 5
- N: 0

Action: To establish Policy / Compliance Committee members:

1. Tammy
2. Eresa
3. Carolyn

- Motion: Approved by consensus
- A: 7
- N: 0

3. Discussion and Action: Positive Resolution Committee Member Establishment

Action: To create a Positive Resolution Committee and establish its members:

1. Tim
2. Betsy
3. Tammy
4. Ginny

- Motion: Eresa
- Second: Ruben
- A: 5
- N: 0

4. Discussion and Action: Review / Approve 2016-17 At-Will Employees

- Michelle: Edit last name 'Strazberg' to 'Satzberg'

Action: To approve 2016-17 At-Will Employees list after last name correction.

- Motion: Betsy
- Second: Eresa
- A: 5
- N: 0

5. Discussion and Action: Special Education Policies / SELPA Contract

Action: To accept the latest Special Education Policies / SELPA Contract.

- Motion: Tim
- Second: Ginny
- A: 5
- N: 0

6. Discussion: Questions for Board Training on September 6, 2016 at 6:30 pm

- Gathered a list of questions and topics for the Board training

7. Discussion: UCP

- Tammy reviewed recommendations from March meeting. Due to legality, unable to modify words in the UCP.

8. Discussion: LCAP Update (Kelly)
 - Reflection on LCAP and three goals
 - Kelly will provide monthly updates
 - CAASPP to speak to the ideals of Montessori
 - Review and refine hiring process
 - Guides to receive professional development (partnership with Eagle Peak)

9. Discussion: HR / Hiring Process
 - Policy vs. Procedure
 - Employee Handbook will be available in September 2016
 - HR policies and procedures will be reviewed by Policy/Compliance Committee

10. Discussion: Establish Performance Goals for E.D. / Superintendent
 - Carolyn: Director to receive an end-of-school year Performance Evaluation

J. Future Agenda Items:

- To put on calendar the Director's Performance Evaluation
- Review and approve unaudited financial statements
- CAASPP results assessment report
- Policy / Compliance Committee to start thinking about an Internet Safety Program
- Planning for election of new Board members
- Self-contained Upper EI strategic planning process in October (Tim will help lead)
- How BOD meetings can be most beneficial and efficient

K. Adjourn at 8:47 pm

Future Meeting Date(s):

September 13, 2016 - 6:30 pm

October 11, 2016 - 6:30 pm

November 8, 2016 - 6:30 pm

December 13, 2016 - 6:30 pm

January 21, 2017 - Retreat 9:00 am - 4:00 pm

February 14, 2017 - 6:30 pm

March 14, 2017 - 6:30 pm

April 11, 2017 - 6:30 pm

May 9, 2017 - 6:30 pm

June 27, 2017 - 6:30 pm

Instructions for Presentations to the Board by Members of the Community

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- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

Regular Meeting: September 13, 2016

A. Opening/Call to Order: 6:33 pm

Roll Call:

In attendance: Tammy Cleland, Carolyn Duffy, Betsy Ehlen Hall, Ginny Hautau, Tim Lohrentz, Norman Lorenz, Ruben Mejia, Eresa Puch

Staff: Kelly Mannion, Executive Director, Julie Carolan, Administration & Communications Manager

Guests: Julie Petersen (RMF Secretary), Joe Campbell, Catherine Campbell, Jennifer Durst

B. Student Presentations

- None

C. Agenda Review

- Tim recommended and everyone agreed to switch Board Business Discussion and Action items 2 and 3 for effective flow.

D. Public Comment

- Parent, Joe Campbell, had questions about serving as a board member and his own uncertainty of interest given the boring nature of the work.

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E. Approval of Meeting Minutes - 08/09/16 RMCS BOD Meeting

- Recommendation (based on earlier Board training) to report voting by roll call as required by Brown Act when teleconference is utilized.

Action: Approved Meeting Minutes from 08/09/16 RMCS BOD Meeting.

- Motion: Carolyn. Second: Tammy.
- A: Betsy, Eresa, Ginny, Ruben, Tim
- N: 0
- Abstention: Norman (absent on 08/09/16 BOD meeting)

F. Communications

1. Executive Director's Report
 - a. Workshops attended by Kelly and faculty; Sp. Ed. training w/SELPA; Legal training re: personnel, parent, and student services. School events - 'Touch A Truck' for Alex's Lemonade Stand Foundation (children helping children); International Peace Day; Partnership meetings (conferences).
 - b. Current enrollment: TK/K - 46, LE - 79, UE - 51
 - c. CAASPP Assessment - Inquiry into options to effectively analyze data results due to many different and unique attributes of RMCS compared with other school districts/educational programs.
 - d. Montessori Compass - Norman requested to follow up with the vendor regarding training.
2. Finance Report - No report. See Discussion & Action.
3. Facilities Report
 - a. Julie will be assembling the revised Emergency Plan.
 - b. Ruben asked how to properly discuss confidential matters regarding facilities planning.
4. Policy Compliance/Committee Report
 - a. No report. Planning to meet soon.
5. Positive Resolution Committee Report
 - a. No report.
6. River Montessori Foundation Report (by Julie Petersen)
 - a. Annual Fund is currently at 10% participation - slow start but energy is high with lots of fundraising ideas
 - b. Start of 'Burger Wednesdays'
 - c. Previous events - Dine & Donate at Panera
 - d. Future events - Skate Night, Coffee Social, Teacher Appreciation Potluck, and many more upcoming community events
 - e. Creator Faire planning
 - f. Parent Directory in process

G. Board Business

1. Discussion & Action: Review/Approve Unaudited Financials
 - a. Tim presented the Unaudited Financial report as of June 30, 2016.
 - b. The Board will need to approve a depreciation table.
 - c. Norman requested an itemized attachment to clarify and correct as needed in the Misc Payables at the end of the year as an underpayment.

Action: Approved RMCS Unaudited Financial report as of June 30, 2016

 - Motion: Eresa. Second: Norman.
 - A: Betsy, Carolyn, Ginny, Ruben, Tammy, Tim
 - N: 0
2. Discussion & Action: Strategic Planning
 - a. Tim led an exercise in which three small groups discussed and shared thoughts about the Board's vision of RMCS' future in the next five years. Specific questions for groups included, What grade levels do we want to serve?, What would be a stable enrollment?, New site?, and Do you see RMCS as an urban or rural school community?

3. Discussion & Action: Review/Approve Prop 39 Bridge Loan from United Cerebral Palsy of the North Bay, Inc.
 - a. In May 2016, Board approved the Solar Craft project with a total cost of \$156,340. Due to grant funding release schedule, RMCS will not receive final disbursement of \$50K State funds until February 2018. The building owner, UCPNB offered a 0% interest loan for \$25K with maturity date of January 31, 2018, in order to meet the contracted deadlines until receipt of final disbursement.

Action: Approved Prop 39 Bridge Loan from UCPNB for \$25K.

 - Motion: Tim. Second: Ginny.
 - A: Betsy, Eresa, Norman, Ruben, Tammy
 - N: 0
 - Abstention: Carolyn
4. Discussion & Action: Calendar Executive Director Evaluation

Action: Moved date to October 2016 from February 2017 and will create a Board subcommittee to work with Kelly and present to the Board.

 - Motion: Norman. Second: Eresa
 - A: Betsy, Carolyn, Ginny, Ruben, Tammy, Tim,
 - N: 0
5. Discussion: Introduce Board Binder & Board Service Forms
 - a. Julie and Carolyn created Board binders with important documents and training materials for Board members who do not have one yet.
 - b. Carolyn distributed Board service forms for Board members to sign and submit by next BOD meeting in October.
6. Discussion: LCAP
 - a. Kelly reported on LCAP update; Montessori Compass' planning perspective; professional development; strengthening community partnership; promoting events
7. Discussion: New Board Members Messaging to Community
 - a. Board discussed procedures for the upcoming election of new Board members as described in previous school community newsletter.
8. Discussion: UE self-contained classrooms
 - a. UE classrooms are self-contained with guides completing Montessori curriculum befitting of their individual students and classroom communities. Worksheets to be addressed and decreased.

H. Adjourn at 9:21 pm

Future Meeting Date(s):	October 11, 2016 - 6:30 pm	November 8, 2016 - 6:30 pm
	December 13, 2016 - 6:30 pm	January 21, 2017 - Retreat 9am-4pm
	February 14, 2017 - 6:30 pm	March 14, 2017 - 6:30 pm
	April 11, 2017 - 6:30 pm	May 9, 2017 - 6:30 pm
	June 27, 2017 - 6:30 pm	

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- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

Regular Meeting: October 11, 2016

A. Opening/Call to Order: 6:35 pm

Roll Call:

In attendance: Carolyn Duffy, Betsy Ehlen Hall, Ginny Hautau, Norman Lorenz, Tim Lohrentz, Ruben Mejia, Eresa Puch

Absent: Tammy Cleland

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

Guests: Julie Petersen (RMF Secretary)

B. Reading of RMCS Mission & Vision - Carolyn

C. Student Presentations - None

D. Agenda Review

Action: Approved Agenda for October 11, 2016 BOD Meeting

- Motion: Approved by consensus
- A: Carolyn, Betsy, Ginny, Norman, Tim, Ruben, Eresa
- N: 0

E. Public Comment: None

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F. Approval: Minutes from September 13, 2016 RMCS BOD Meeting

- Motion: Carolyn
- Second: Betsy
- A: Ginny, Norman, Tim, Ruben, Eresa
- N: 0

G. Communications

1. Executive Director's Report (Kelly)
 - a. Update about recent safety report - no safety issue or concern as verified by police department
 - b. Current enrollment: TK/K - 45, LE - 76, UE - 50
 - c. International Peace Day was delightful
 - d. Great feedback from guides and families regarding conferences/partnership meetings
 - e. Grapes & Gratitude with Cypress
 - f. Board members and everyone are invited for 'Montessori Journey' Parent University/Professional Development
 - g. CAASPP Assessment - Kelly will compile presentation for BOD regarding benefits and relevant information for our students and community, to include feedback from entire school community.
 - h. 1st Progress Report - to be distributed at end of week
 - i. LCAP update- Professional development, assessments results analysis, new quarterly surveys distributed next week to be analyzed.
2. Facilities Report (Julie and Ruben)
 - a. Facilities Manual is ready. Next steps include review by Facilities Committee and Safety officer.
 - b. Solar project is moving along. Panels were ordered by Cypress. Planned to begin over December break.
3. Policy/Compliance Committee Report (Carolyn and Eresa)
 - a. The Policy/Compliance Committee held first meeting on 10/08/2016.
 - b. Established committee's purpose and planned work for the next coming months.
 - c. Current RMCS policies will be reviewed and grouped for effective access.
 - d. Compliance/practices will be reviewed.
4. Positive Resolution Committee Report - No complaints/no report
5. Foundation/Fundraising Report (Julie Petersen)
 - a. Lots of events coming up; Fundraising still lagging, annual fund very low; Lots of new families versus founders/founding spirit of participation; In the process of educating families about benefits of fundraising; Aims to increase lunch sign-ups.

H. Board Business

1. Discussion & Action: Strategic Planning
 - a. Tim recommended to incorporate planning for facility into Strategic Planning
 - b. Tim led a second series of exercises for BOD members in relation to Strategic Planning. Each Board member envisioned an ideal RMCS 10-15 years from now, with an overwhelming agreed vision of a full primary program (3-6 years old) program through adolescence/high school, and great interest in infant/toddler program as well as a teacher training center.
 - c. Discussion & Action: New Board Member Installation
 - i. The Board welcomed Eva Covarrubias as the newly elected Parent member.
 - d. A warm farewell and gratitude to outgoing Parent member and Board Vice-Chair Carolyn Duffy.

Action: To approve the executive members of the Board as presented:

- Board Chair - Norman Lorenz
 - Board Vice-Chair - Ginny Hautau
 - Board Treasurer - Tim Lohrentz (seeking replacement)
 - Interim Board Treasurer - Eresa Puch
 - Board Secretary - Eresa Puch (seeking replacement)
 - Motion: Carolyn
 - Second: Ruben
 - A: Betsy, Ginny, Norman, Tim, Eresa
 - N: 0
2. Discussion & Action: Resolution to Increase Balance of Revolving Bank Account (Michelle)
- a. Need to increase the balance of revolving bank account from \$1,000 to \$20,000 in order to meet the recent change in requirement for depositing payroll taxes (Current requirement: Once a month, three days after processing payroll).
 - b. Norman suggested to train a backup employee who can deposit payroll taxes when Michelle is unavailable.
- Action: Increase the balance of revolving bank account from \$1,000 to \$20,000 in order to meet new monthly submission deadline requirement and train a backup employee to deposit payroll taxes when needed.
- Motion: Norman
 - Second: Betsy
 - A: Ginny, Carolyn, Ruben, Tim, Eresa
 - N: 0
3. Discussion: Annual Board Calendar Update (Norman)
- a. The 2016-17 annual charter school governing board calendar is a living document and constantly updated.
4. Discussion: LCAP Update (Kelly)
- a. Professional development, assessments results analysis, new quarterly surveys distributed next week to be analyzed.

I. Adjourn at 8:29 pm

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November 8, 2016 - 6:30 pm	December 13, 2016 - 6:30 pm
January 21, 2017 - Retreat 9 am - 4 pm	February 14, 2017 - 6:30 pm
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**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
November 8, 2016
6:30 - 8:03 PM

MINUTES

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- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

1. CALL TO ORDER

- 1.1. Director Lorenz called the meeting to order at 6:30 PM.
- 1.2. Directors Norman Lorenz, Ginny Hautau, Eresa Puch, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, and Eva Covarrubias were present.

2. MISSION STATEMENT

- 2.1. Director Hall read the mission statement.

3. PUBLIC COMMENT - None

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4. APPROVAL OF AGENDA

- 4.1. Postponed Fiscal Report to December Board meeting.
- 4.2. Moved Foundation/Fundraising Report to Communication item #1.
- 4.3. Agenda was approved and passed with unanimous consent (7-0-0).

5. CONSENT AGENDA

- 5.1. Minutes of the October 11, 2016 Board meeting were approved with a motion from Dir. Lorenz. Dir. Cleland abstained (6-0-1).

6. COMMUNICATIONS

- 6.1. Foundation/Fundraising Report
Julie Petersen, RMF Secretary reported on contribution check given to the school, holiday catalog, cookies sale, Copperfields donate, December Toy B Ville, holiday season bake sale, and planning for gala and walkathon next year.
- 6.2. Executive Director's Report

Kelly Mannion reported on the success of 'Silent Journey', prospective meeting with parents, SCOE-hosted event to address shortage of teachers, History's Mysteries, Professional Development Day, International Day, SELPA's visit, staff changes, and total current enrollment.

- 6.3. Business Manager, Michelle Leonard, reported on Solar Project, employee handbook, retirement plans for classified employees, and revenues and expenses' actuals versus budget.
- 6.4. Facilities Committee Report - nothing to report.
- 6.5. Policy Compliance Committee Report - nothing to report.
- 6.6. Positive Resolution Committee Report - nothing to report.

7. BOARD BUSINESS

- 7.1. There was no discussion and action on Strategic Planning.
- 7.2. There was no discussion and action on 2015-16 Audited Financial Statements.
- 7.3. The Board discussed sponsoring and hosting the December Coffee Social on December 9, 2016 from 8:00 to 9:00 AM. Dir. Lorenz moved to approve Board's sponsoring of this event. The motion passed with unanimous consent (7-0-0).
- 7.4. The Board discussed the Annual RMCS BOD Assessment Survey. Dir. Lorenz talked about the survey for Board members.
- 7.5. The Board discussed current updates regarding RMCS LCAP goals.

8. FUTURE AGENDA ITEMS

- 8.1. LCAP update and feedback session in December
- 8.2. Board member survey/assessment
- 8.3. March 2017 AMS conference

9. ADJOURNMENT

- 9.1. Dir. Lorenz moved to adjourn the meeting at 8:03 PM. The motion passed with a unanimous consent (7-0-0).

Future Meeting Dates:

December 13, 2016 - 6:30 PM	January 21, 2017 - Retreat 9 AM - 4 PM
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RMCS BOARD OF DIRECTORS

Meeting Minutes

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

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Petaluma Music Festival Guest: Judy - was happy to present a check to RMCS \$1470 for the Music Program (August 5th Petaluma Music Festival - the more RMCS volunteers, the more monies are earned for RMCS)

Regular/Annual Meeting: December 13, 2016

Approved 02/04/17 -EP/jc

Location(s):

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

A. Opening/Call to Order: 6:32pm

Roll Call: Norman Lorenz, Ginny Hautau, Tim Lohrentz, Ruben Mejia, Tammy Cleland, Eva Covarrubias; *Betsy Ehlen Hall & Eresa Puch absent (notified)*

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

Guest(s): Amy Atchley, River Montessori Foundation Chair; Judy, Petaluma Music Festival

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.

Requested Amendment to Agenda: Move Foundation Report to beginning of meeting. Approved by all. Reporting out Foundation Chair, Amy Atchley:

- Thanks to the Board for hosting coffee - lots of parent attendance.
- Foundation voted to give teachers a gift for \$100 for each classroom.
- Creator Faire Update (10 outside organizations involved, to date.
- Kiwanis gift received.
- Walk-a-thon theme: "Walk Like an Egyptian" is the theme.

- Last Dine-n-Donate Restaurant had an “Ugly Sweater” Contest, RMCS parent won!.
- Spring Gala Update: Riverboat- Galactic Theme.
- Earned \$1200 for Winter Catalogue.
- Annual Fund - turning a corner and getting some more commitments for Annual Fund.
- Wrote a check to school for \$10K.
- Another expected \$5-7K check projected for January 2017.

C. Student Presentations: Montessori Student Presentation (20 minutes)

- Kaweah Student Presentation

D. LCAP Public Feedback Session

No public present - KGM to mention public session in next newsletter. 2017-18 Goals:

- Promote Academic Excellence Through Montessori Methodology
- Develop Attributes of Successful Learners in an Authentic Montessori School
- Strengthen Montessori School-Family Communication and Partnership

E. Agenda Review

See above exception - Foundation Report prior to Student Presentations, approved by consensus

F. Public Comment: No PUBLIC present

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G. Approval: Minutes from 11/08/16 RMCS BOD Meeting

Motion - Ginny / 2nd Ruben

A: Norman, Ginny, Tim, Tammy, Eva, Ruben, Betsy

N: 0

Abstention: 0

H. Communications

1. Foundation/Fundraising Report - see above
2. Executive Director's Report
 - CSDC Conference
 - New UE Montessori materials and training; classroom calm, stable, work-oriented
 - CALPADS extended deadline and focus
 - Enrollment:165
 - Audit
 - OAUSD visit: January 19, 2017
 - Pleased with how calm classrooms are in spite of teacher absences and changes (in part due to high-quality subs). NORMAN: pleased with interworking of school December 9, 2016.

- Surveys - gathering data, how to best present. Annual Parent Survey in January
- CAASPP development- guides, students, technology

RMCS BOD Meeting Minutes, for December 13, 2016 - page 3

3. Fiscal Report - see discussion below
4. Facilities Report - All good - Fire/earthquake drills happening; (Solar project postponed a week - City of Petaluma had a couple of changes/roof repair - will take about 4 weeks; will work around school day)
5. Policy Compliance/Committee Report -
TAMMY: No report - Eresa & Tammy working to review and categorizing into 9 categories

I. Board Business (*7:30pm)

1. Discussion: CSDC Leadership Update Conference (GINNY)
Packed/informative - sat in on 6 sessions, including:

- Board Governance Training

Roles and Responsibilities:

Uphold School's Mission

Monitor School's Performance (Educational, Fiscal, Operational, Legal)

Develop, Approve Short- and Long-Term Goals

Establish Policies & Delegate Power

Hire & Evaluate Top Administrative Staff (only)

Attend to Board Business and Corporate Events

Monitor Own Board Performance

Fundamental Duties:

Duty of Care, Duty of Loyalty, Duty of Obedience

- Montessori Affinity Group
- School Finance for Board Members
- **Leadership Transition Planning** (#1 reason for Charter demise – Ginny's focus)
- Facilities Finance Opportunities
- Preparing for Renewal (60 other charter schools/board members in attendance)

LCAP – Measurable. Achievable. Report in conjunction with interim reporting only.

Board Binders, Training, Recruiting, Composition – For future discussion.

Board Calendar – For further discussion at BOD retreat.

Agenda Development – To be added to end of BOD Business on future agendas.

2. Discussion & Action: Strategic Planning

Open back up to discussion -

- Reached a broad consensus through prior discussions: PreK - 6; 7-12.
- Not sure how large, or how quickly - not consensus.
- Next steps - reality check - feasibility 1) enrollment - possibility (school would have to be substantially larger (400 for pk-12/even 500); 2) Financial feasibility
- If we pass those two tests - create more of a timeline, detailed vision of what school would look like curriculum/financial/program
- Financial plan for that school
- "Not been easy, but is more stable - good base; worried about enrollment" - we've lost enrollment
- Not been able to address (board or school) - the issue of enrollment, growth
- In our conversations have been about - We've been looking at a "vision" where we are hoping the school will get...

3. Discussion & Action: Review & Approve 2015-16 Audited Financial Statements
 - Got our financial statements back - no numbers changed from the unaudited actuals presented - no findings/no audit adjustments. (\$3K cheaper).

RMCS BOD Meeting Minutes, for December 13, 2016 - page 4

Motion to Approve Audited Financial Statements: Tim L/ 2nd Tammy

A: Norman, Ginny, Tim, Tammy, Eva, Ruben, Betsy

N: 0

Absention: 0

4. Discussion & Action First Interim Report-ML
 - Update on financial status of charter (7/1 - Oct 31); able to meet financial obligation
 - Projections the same - based on 166 ADA ; budget hasn't changed - right about where it should be
 - Expenses coming in a bit above -
 - Revenues Review

Motion to approve First Interim Report: Ginny / 2nd Tim

A: Norman, Ginny, Tim, Tammy, Eva, Ruben, Betsy

N: 0

Absention: 0

5. Discussion & Action: BOD Survey - Should be discussion item on Board Retreat.

6. Discussion: AMS Conference March 2017 Update (

NL - Send Kelly an das many teachers as we can

TIM - Staff decision, not board; (If 10-20% over budget, would need to come to board);

would like to work within

existing training budget.

J. Adjourn 9:01pm

Future Meeting Date(s):

Feb 4, 2017 Board Retreat (9:00am - 4:00pm)

February 14, 2017 - 6:30pm

March 14, 2017 - 6:30pm

April 11, 2017 - 6:30pm

May 9, 2017 - 6:30pm

June 27, 2017 - 6:30pm

Instructions for Presentations to the Board by Members of the Community

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**BOARD RETREAT 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
February 4, 2017, 9:00 AM - 4:00 PM

MINUTES

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Location(s):

- WORK PETALUMA: 245 Kentucky Street, Petaluma CA 94952
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

1. CALL TO ORDER

- 1.1. Director Lorenz called the meeting to order at 9:23 AM.
- 1.2. Directors Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, and Eva Covarrubias were present.
- 1.3. Kelly Mannion (Executive Director), Michelle Leonard (Business Manager), and Julie Carolan (Administration & Communications Manager) were present.

2. MISSION STATEMENT

- 2.1. Director Covarrubias read the mission statement.

3. PRESENTATIONS

- 3.1. Watched a video - 'A Montessori Journey From the Start'
- 3.2. Journal Article for Discussion - 'Mindfulness Practices in Education: Montessori's Approach'

4. AGENDA REVIEW

- 4.1. Moved section 'G. Communications' to RMCS BOD Meeting on February 15, 2017
- 4.2. Agenda was approved with unanimous consent with a motion from Dir. Hautau (8-0-0).

5. PUBLIC COMMENT - None

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6. APPROVAL OF MINUTES FROM December 13, 2016 RMCS BOD Meeting

- 6.1. Minutes of the December 13, 2016 Board meeting was approved with a motion from Dir. Lorenz. Dir. Puch abstained (7-0-1).

7. THE ROLE OF THE BOARD IN STRATEGIC PLANNING (Dir. Hautau)

- 7.1. Communication & Outreach

- i. Dir. Hautau recommended to hire Bob Hampton as a facilitator for Strategic Planning
 - ii. Dir. Hautua recommended to hire Mike & Tanja McCey of CharterSmart as consultants for Charter School Marketing and Public Relations
 - iii. Business Manager Leonard will reach out to potential consultants regarding fees
- 7.2. Curriculum & Instruction
- 7.3. Facilities & Operation

8. BOARD BUSINESS

- 8.1. Discussion: LCAP Reporting
 - i. To receive LCAP updates whether current year goals are being met and to discuss measurables for next year.
- 8.2. Discussion: BOD Survey
 - i. BOD Survey will be moved to BOD Meeting on February 15, 2017
- 8.3. Discussion: Update on Montessori Training with St. Mary's College
 - i. Dir. Lorenz provided an overview on opportunities for satellite training and credentialing for Montessori guides at RMCS
- 8.4. Discussion: AMS Conference
 - i. Dir. Lorenz will attend to leverage relationships and provide opportunities for discussion
- 8.5. Discussion: Board Calendar Annual Review

9. NEXT STEPS

- 9.1. Action Items:
 - i. Finalize Strategic Plans
 - ii. Commit to school development with board agendized items across Annual Calendar
 - iii. Demonstrate and record monthly progress in Board calendar

10. CLOSING REMARKS

- 10.1. Watched a video - 'Development of Montessori Adolescents'
- 10.2. Everyone shared insights

11. ADJOURNMENT

- 11.1. Dir. Lorenz moved to adjourn the meeting at 3:53 PM. The motion passed with a unanimous consent (8-0-0).

Future Meeting Dates:	February 15, 2017 - 6:30 PM	March 14, 2017 - 6:30 PM
	April 11, 2017 - 6:30 PM	May 9, 2017 - 6:30 PM
PM	June 27, 2017 - 6:30 PM	

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**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
February 15, 2017
5:30 PM

MINUTES

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Location(s):

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

1. CALL TO ORDER

- 1.1. Norman called the meeting to order at 6:32 PM.
- 1.2. Directors Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, and Tammy Cleland were present. (Absent: Eva Covarrubias)
- 1.3. Kelly Mannion, Executive Director was present.
- 1.4. Julie Petersen, RMF Secretary was present.

2. MISSION STATEMENT

- 2.1. Tim read the mission statement.

3. STUDENT PRESENTATION: None

4. AGENDA REVIEW

- 4.1. Add the RMF Report under 'Communications'
- 4.2. Agenda was approved with unanimous consent (7-0-0)

5. PUBLIC COMMENT

- See River Montessori Foundation Report (Item 7.5)

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6. APPROVAL OF MINUTES FROM February 4, 2017 RMCS BOD Retreat Meeting

- 6.1. Fix error on Ginny's last name.
- 6.2. Minutes of the February 4, 2017 Board Retreat meeting was approved with a motion from Tammy, second by Betsy, and unanimous vote (7-0-0).

7. COMMUNICATIONS

- 7.1. Executive Report - Kelly presented on the following:
- i. Enrollment: TKK-54, UE-75, LE-44 (Total 173)
 - ii. Old Adobe visit
 - iii. Offered the upper Elementary teacher position, pending CSET in April 2017
 - iv. Sending Business Manager Michelle to 2nd phase of CBO training
 - v. Montessori Education Week
 - vi. Graduate Night on 2/28/17
 - vii. Open House on 2/22/17
 - viii. Spanish perspective meeting/tours
 - ix. Watch Me Work
 - x. Will host Bay Area Association Workshop - Writer's workshop on 2/25/2017
 - xi. Sending 2 teachers to AMS
 - xii. Assessment scores - Lorna will provide perspective as a coordinator (March mtg.)
- 7.2. Fiscal Report
- i. Tim shared a good lesson on enrollment impact on cash flow (of P1 and P2 attendance submission) and potential scenarios.
- 7.3. Facilities Report - No report. Ruben asked for an update on the solar project.
- 7.4. Policy Compliance/Committee Report
- i. Tammy shared with the Board an update from the committee's last meeting on 1/25/17.
 - ii. 'To Do List' - each Board member was assigned a policy area. The goal is to identify whether RMCS has a policy in place. Tammy will connect with Kelly in late February regarding prioritizing the policy topics.
 - Students - Tammy
 - Facilities - Ruben
 - Board - Ginny
 - Personnel & Safety - Betsy
 - Budget - Tim & Eresa
 - Curriculum - Norman
- 7.5. River Montessori Foundation Report
- Julie Petersen presented on the current financial standing of RMF. The Foundation is unable to write a check at this time. Annual fund is at \$17k. Holiday Catalog generated \$2k. Creator Faire was successful with over 300 people, 12 organizations that supported,
- and 60 volunteers. Food sales at \$2,750. RMF is hoping to bring \$10k from Walk-a-Thon. Currently planning for Spring Gala on April 29, 2017 and looking for volunteers.

8. BOARD BUSINESS

- 8.1. Discussion: LCAP Reporting
- i. Kelly provided a review of where we stand. ELL students are receiving differentiated curriculum and instructional support. Family communication and partnership's challenge stem from low response in surveys.
- 8.2. Discussion & Action: Board Calendar Annual Review
- i. Spring Community Forum - 3/14/17 from 6:30 to 7:30 PM (after BOD meeting 5:30-6:30)

- ii. Operations - development and review of chain of command and hierarchy of communication
 - iii. Begin Executive Director's evaluation process.
 - iv. To add for agenda next month - Business Manager's report (Michelle)
 - v. Update on Guide evaluation
 - vi. Norman moved to have policy review become a routine schedule each month and to incorporate in Board Calendar. Tammy will recommend when to review in June BOD meeting.
- 8.3. Discussion: BOD Survey
- i. Norman will redo in Survey Monkey.

9. ADJOURNMENT

- 9.1. Norman moved to adjourn the meeting at 9:14 PM. The motion passed with a unanimous consent (7-0-0).

Future Meeting Dates:

April 11, 2017 - 6:30 PM

May 9, 2017 - 6:30 PM

June 27, 2017 - 6:30 PM

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**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 14, 2017
5:30 PM

MINUTES

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Location(s):

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

1. CALL TO ORDER

- 1.1. Norman called the meeting to order at 5:33 PM.
- 1.2. Directors Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, and Eva Covarrubias were present.
- 1.3. Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, and Julie Carolan, Administration & Communications Manager were present.

2. MISSION STATEMENT

- 2.1. Tim read the mission statement.

3. AGENDA REVIEW

- 3.1. Agenda was approved with unanimous consent (8-0-0)

4. PUBLIC COMMENT - None

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5. APPROVAL OF MINUTES FROM February 15, 2017 RMCS BOD Meeting

- 5.1. Kelly suggested two minor edits on 7.1.i and 8.1.i
- 5.2. Minutes of the February 15, 2017 Board Retreat meeting was approved with a motion from Betsy, second by Tammy, and unanimous vote (8-0-0).

6. COMMUNICATIONS - No reports

7. BOARD BUSINESS

- 7.1. Discussion & Action: RMCS 2017-18 SY Calendar Approval
 - i. Board approved the RMCS 2017-18 SY Calendar with a motion from Tammy, second by Eresa, and abstention by Ginny.

- 7.2. Discussion & Action: Second Interim Presentation
 - i. Michelle will locate the Board resolution stating that 2% of the 5% restricted fund can be used for emergency.
 - ii. Board approved the 2nd Interim Report with a motion from Tim, second by Norman, and unanimous vote (8-0-0).
- 7.3. Discussion & Action: 2017-18 Auditor Selection
 - i. Board approved the selection of “Vicenti, Lloyd, & Stutzman, CPAs” as auditor for SY 2017-18 with a motion from Betsy, second by Tammy, and unanimous vote (8-0-0).
- 7.4. Discussion & Action: 2015-16 Tax Return approval
 - i. Board approved the 2015-16 tax return with a motion from Eresa, second by Tim, and unanimous vote (8-0-0).
- 7.5. Discussion & Action: Form 700 - Conflict of Interest
 - i. All Board members completed and signed “Form 700 - Conflict of Interest”.

8. ADJOURNMENT

- 8.1. Norman moved to adjourn the meeting at 6:24 PM. The motion passed with a unanimous consent (8-0-0).

Future Meeting Dates:

April 11, 2017 - 6:30 PM

May 9, 2017 - 6:30 PM

June 27, 2017 - 6:30 PM

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RIVER MONTESSORI CHARTER SCHOOL (RMCS) BOARD OF DIRECTORS**
RIVER MONTESSORI CHARTER SCHOOL
3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414
April 11, 2017
6:30 PM

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Location(s):

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

1. CALL TO ORDER

- 1.1. Ginny called the meeting to order at 6:31 PM.
- 1.2. Directors Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, and Eva Covarrubias were present. (Absent: Norman Lorenz)
- 1.3. Kelly Mannion, Executive Director and Michelle Leonard, Business Manager were present.

2. MISSION STATEMENT

- 2.1. Betsy read the mission statement.

3. STUDENT PRESENTATION: None

4. AGENDA REVIEW

- 4.1. To include "Future Agenda Items"
- 4.2. Agenda was approved with a motion from Ruben, second by Betsy, and unanimous consent (7-0-0).

5. PUBLIC COMMENT - None

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6. APPROVAL OF MINUTES FROM March 14, 2017 RMCS BOD Meeting

- 6.1. Minutes of the March 14, 2017 Board meeting was approved with a motion from Betsy, second by Tammy, and unanimous vote (7-0-0).

7. COMMUNICATIONS

- 7.1. Executive Director's Report - Kelly

- i. Kelly encouraged the Board to send questions to Lorna Rochman-McEntire (Coordinator of Student Services & Education Specialist) regarding student assessments by next Tuesday.
 - ii. LCAP update in May BOD meeting to incorporate community input
 - iii. CSDC LCAP Workshop provided volumes of information; new dashboard is complicated and unsuited in many ways for charters; Kelly will examine further.
 - iv. Old Adobe Union School District's Director of Business Services and Director of Curriculum presented a positive report regarding the Annual Site Visit to its Board specifically noting business organization, climate of learning, training, website, and reclassification progress.
 - v. Enrollment: TKK=54; LE=76; UE=45 (Total = 175)
 - vi. Lottery results indicate enrollment to full capacity at 190 for next SY
 - vii. CAASPP in April
- 7.2. Fiscal Report - Michelle
- i. Filed for Facilities Grant
 - ii. P-2 reporting
 - iii. CBO training
 - iv. Michelle provided budget training/orientation to Eresa and Tim. Will meet with Budget Committee before budget presentation to the Board in June.
- 7.3. Facilities Report - Nothing to report
- i. Ruben inquired about the status of solar project. Michelle stated that the solar panel installation is finished.
- 7.4. Policy & Compliance Committee Report
- i. Tammy gathered feedback for various policy sections. Board asked the Administration to select top priority policies for review and update.

8. BOARD BUSINESS

- 8.1. Discussion: Messaging Through Emails/Texts; Legal Update
- i. Personal email may be subject to public record laws.
 - ii. To provide a follow-up Brown Act training to employees and fiduciary members.
- 8.2. Discussion & Action: Facilities Ad Hoc Committee
- i. There is a need for an Ad Hoc Committee to tackle facility planning.

9. ADJOURNMENT

- 9.1. Ginny moved to adjourn the meeting at 8:09 PM. The motion passed with a unanimous consent (7-0-0).

Future Meeting Dates:

May 9, 2017 - 6:30 PM

June 27, 2017 - 6:30 PM

Instructions for Presentations to the Board by Members of the Community

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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.



RIVER MONTESSORI
CHARTER SCHOOL

BOARD OF DIRECTORS 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.

Regular Meeting: May 9, 2017 at 6:30 p.m.

Location(s):

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

A. Opening/Call to Order

Roll Call: Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, Eva Covarrubias

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, 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. Student Presentations: Yuba Classroom Student Presentation
Yuba Teacher Presentation, Beth Flynn

D. Agenda Review & Approval

E. Public Comment

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.

F. **Approval:** Minutes from 04/11/17 RMCS BOD Meeting

G. **Communications**

1. Executive Director's Report
2. Fiscal Report
3. Facilities Report
4. Policy/Compliance Committee Report

H. **Board Business**

1. Discussion: Assessment
2. Discussion: LCAP Update
3. Discussion: Educator Effectiveness Plan

I. **Closed Session**

With respect to every item of business to be discussed in closed session pursuant to Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION of Executive Director & Superintendent

J. **Closed Session Report - Action Taken in Closed Session:** Public Employee Performance Evaluation of Executive Director & Superintendent

K. **Future Agenda Item**

L. **Adjournment of Board Meeting**

Future Meeting Date(s): June 27, 2017 - 6:30pm

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[For office use only: Posted On-site: Initial *GC* / Date *6/5/17* Posted Website: Initial *GC* / Date *6/5/17*

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