



**REGULAR MEETING OF THE
RMCS BOARD OF DIRECTORS**
APPROVED MINUTES: December 13, 2023, 6:00 p.m.

Location(s)

3880 Cypress Drive, Suite B, Petaluma CA 94954
22 Link Street, NW, Albuquerque, NM 87120
1815 Chestnut Street, Oakland, CA 94607

A. CALL TO ORDER

Director Matthews called the meeting to order at 6:32 pm

Roll Call: Directors Akognon, Hammons, Hautau, Lohrentz, Matthews

Also Present: Executive Director Griffith Mannion, Rich McNeel, Catherine Thorpe

B. RMCS MISSION & VISION

Read by Director Hammons

C. PUBLIC COMMENT

None.

D. APPROVAL OF AGENDA

Motion to approve as amended by Director Hammons, 2nd Director Akognan

Aye: Directors Akognon, Hammons, Hautau, Lohrentz, Matthews

Nay: 0, Abstentions: 0

E. BOARD DEVELOPMENT

None.

F. APPROVE MINUTES

1. September 13, 2023

Motion to approve as amended by Director Hammons, 2nd Director Lohrentz

Aye: Directors Hammons, Hautau, Lohrentz, Matthews

Nay: 0, Abstentions: Akognon

2. October 11, 2023

Motion to approve as amended by Director Hammons, 2nd Director Hautau

Aye: Directors Akognon, Hammons, Hautau, Lohrentz, Matthews

Nay: 0, Abstentions: 0

G. COMMUNICATIONS

1. Executive Director's Report: Kelly reported that through the lens of many touring parents, the classrooms look joyful and peaceful with a lot of collaborative work. The classrooms look very academic with a lot of research going on. A great team of faculty are working well together to cover the Upper EI as we continue to make the right match for a permanent replacement guide. There is a group of students working every week to perform environmental skits for the community to educate the community. Morning gatherings are a very welcome reintroduction. Our conference in Anaheim was followed by the West Minster outdoor education sixth year overnight experience. The rain was a real gift in the forest during our visit and expanded our learning opportunities. The parents of the Upper EI stepped up in a really incredible way, which is no surprise as there are a lot of longtime families in the group, but they deserve real kudos for leaning in and trusting the process. Our board Chair Judith is leading a beautiful sixth year art project this year. The art festival was a lovely experience completely set up by the children, who gave a lot of love to the process. The International Family Festival was followed by a sweet alumni event and an acknowledgement of our longtime guides. Operationally, our very small admin staff has been holding a lot and we are close to finalizing another hire to help us carry the load – audit, immunizations, first interim and civil rights data collection. Lorna has taken a bigger role in student services and has been wonderful. Katie, also has been a terrific addition – learning on the fly and a real collaborator. Chronic absenteeism is still the data point that jumps out as needing the most, and diligent, communication to families. Five new enrollments coming in January. We have had many tours and lots of referral talk come through. There are some families in our community who have really been struggling, which is weighing heavily on our entire staff who have

mobilized to offer support to everyone involved. We will look toward the larger community for some assistance as needed. Faculty completed their guide-donated experiences from the auction – roller skating, a lunch-date and a hike. Two guides completed their elementary Montessori credentials. Giving Day campaign was kicked off as a fun, last minute 15 days of giving, which was a big success. Thank you to the Foundation.

2. Finance Report: Rich McNeel went over the financials for October and November. ADA is down by 20, which decreases revenue by \$124K leaving a deficit in our budget. Cash on hand and our reserve is healthy. No borrowing is projected. A lot of schools are experiencing a financial cliff-drop because those one-time funds are going away. We will be impacted less than many schools because we have been conservative with that funding. The COLA is stable at 3.2% right now – there is a large state budget deficit and we are aware that we may begin to experience a drop off in funding and/or payment deferrals. The TKK classroom size reduction is one of the things coming down the pike that will impact our budget. One consideration to offset the potential upcoming financial shortfalls is to open a line of credit before the spring, while our finances are strong. It would be a good safety net should deferrals be on the table from the state. Of note is that Charter Schools are not able to borrow from the county like other public schools – they need to borrow from private lenders. Vote taken for First Interim and recorded below in Items for Consideration H4.

3. River Montessori Foundation Report: Catherine reported that the Parent Prom fundraiser was really successful on two levels – it raised \$14,500 and it was a really sweet, positive and upbeat event. We had a couple of other Dine + Donate events which have brought in a few hundred dollars. We also did a Giving Tuesday type of thing with 15 days of giving to celebrate our 15 years. These giving days have brought in \$5,000 so far. The next big event coming up is the Creator Faire on January 20.

4. Marketing Report: Ginny shared a presentation on the marketing campaign to date.

5. Facilities Report: Brief discussion regarding landscaping, leaf-blowing, rain gutter maintenance, leaks and safety.

H. ITEMS FOR BOARD CONSIDERATION

1. Bylaws - Kelly needs to have all of the questions, suggestions for bylaw changes and updates. No action.

2. Potential Grants + Fundraising - Catherine led a discussion about the Whale Tail Grant, which we will hear about in late winter. There is a small grant being written for event garbage service for Creator Faire. Kiwanis grant has been completed as well. Pottery grant is still out there as a concept to be followed-up on. No action.

3. Capitalization Threshold Policy - Tabled Item.

4. First Interim Budget Report -

Motion to approve Dir Hammons, 2nd Dir Akognon

Aye: Directors Akognon, Hautau, Hammons, Lohrentz, Matthews

Nay: 0, Abstentions: 0

5. Audit - Kelly reported that she and Rich at Charter Impact have been working diligently on the data collection and document needs of the auditor. On Monday, we received a letter from the auditor that requested that we request an extension (for February 28) from our authorizer. Kelly reached out to our attorney right away who wrote a letter on our behalf detailing the staffing challenges, which went to the authorizer. We received a thank you response from the district, but no word on getting an extension. The deadline is Friday. No action.

I. FUTURE AGENDA ITEMS - 990 Policies, Form 700, Bylaws, Capitalization Threshold Policy, Line of Credit, Mid-Year Update

J. ADJOURNMENT

Adjournment at 8:37pm

Motion to Adjourn Dir Matthews, 2nd Dir Hammons

Aye: Directors Ackognan, Hautau, Hammons, Lohrentz, Matthews

Nay: 0, Abstentions: 0

FUTURE MEETING DATE(S):

January 10, 2024, February 14, 2024, March 13, 20, April 17, 2024, May 8, 2024, June 26, 2024

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.

Instructions for Presentations to the Board by Members of the Community

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

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

I, Ginny Hautau, Secretary of the RMCS Board of Directors, hereby certify that these minutes were approved at the January 10, 2024 RMCS Board Meeting.

Ginny Hautau

Ginny Hautau
Secretary, RMCS Board of Directors

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

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