

**Redwood Coast Montessori Board of Directors**

793 K Street, Arcata, CA 95521 (Room 5)

**Zoom Meeting Link:**

(<https://us06web.zoom.us/j/83073560631?pwd=d2xMRHN2bFRHY2w3Wng0NG5kdExNUT09>)

**REGULAR MEETING**

October 11, 2023 6:30 p.m.

**AGENDA**

A. CALL TO ORDER OF OPEN SESSION

B. OPEN SESSION: 6:30 P.M. LOCATION: REDWOOD COAST MONTESSORI, 793 K Street, Arcata, CA 95521

C. PUBLIC COMMENT

The public is invited to make announcements or comment on information to the Board that is relevant to the scope of authority of Redwood Coast Montessori. The Board may uniformly impose a time limit of 3 minutes to individual presentations to assure every subject is heard. By public law, the Board cannot take action on items not on the agenda.

D. GENERAL FUNCTION-CONSENT ITEMS– Approval w/ Single Motion:

**Action**

Items listed under the Consent Agenda are considered to be routine and are acted on by the Board in one motion. There is no discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all Consent Items.

1. Approval of Draft Minutes of September 13, 2023 Regular Meeting
2. Approval of new hires (classified)
  - a. Kenny Lien (1:1 aide)
  - b. Justin Valenzuela (after care assistant)

E. BUSINESS AND FINANCE

1. None

F. SCHOOL FUNCTIONS

1. Admin (Director) Annual Review
2. Board Review of Curriculum (how to document?) - Syllabi
3. Leadership Committee and Parent Advisory Committee Updates
4. WASC visit date (March 15, 2024)

**Information**  
**Information**  
**Information**  
**Information**

G. Staff and Directors Reports

1. Staff Report
2. Director Reports

**Information**  
**Information**

H. FUTURE AGENDA ITEMS

I. ADJOURNMENT OF OPEN SESSION

**Action**

NOTICE: Any writing, not exempt from public disclosure under Government Code Section 6253.5, 6254, 6254.3, 6254. 7, 6254.15, 6254.16, OR 6254.22, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the Redwood Coast Montessori School 1611 Peninsula Drive, Arcata, CA 95521. In compliance with Government Code section 54954.2(a) Redwood Coast Montessori will, on request make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Redwood Coast Montessori at 707-832-4194.

# Redwood Coast Montessori Board of Directors

## Remote Meeting

Zoom (<https://us06web.zoom.us/j/83073560631?pwd=d2xMRHN2bFRHY2w3Wng0NG5kdExNUT09>)

### REGULAR MEETING

September 13, 2023 6:30 p.m.

### MINUTES

#### A. CALL TO ORDER OF OPEN SESSION by Libbi Miller at 6:30 p.m.

- a. Present: Kim Bonine, Libbi Miller, Gabriel Ferreira, Susann Goodman (arrived late)

#### B. PUBLIC COMMENT - No public comments

#### D. GENERAL FUNCTION – [Action Item]

1. Approval of general consent items: M/S by Bonine/Ferreira to approve the General Function-Consent Items. Board: ayes 3, noes 0. Motion carried.

#### E. BUSINESS AND FINANCE

1. Approval of 2023-24 Transportation Agreement: M/S by Ferreira/Bonine to approve the 2023-24 Transportation agreement with Northern Humboldt Unified High School District. Board: ayes 3, noes 0. Motion carried.
2. Approval of 2023-24 Consolidated Application: M/S by Bonine/Ferreira to approve the 2023-24 Consolidated Application. Board: ayes 3, noes 0. Motion carried.
3. Approval of 2022-23 unaudited actuals: M/S by Ferreira/Goodman to approve the 2022-23 unaudited actuals. Board: ayes 4, noes 0. Motion carried

#### F. SCHOOL FUNCTIONS

1. Approval of 2023-24 Declaration of Need: M/S by Goodman/Bonine to approve the 2022-23 Declaration of Need for instruction: ayes 4, noes 0. Motion carried.
2. Michelle Reported on updates for the Equity & Diversity Committee
3. Williams Act Update: Bryan reported that HCOE conducted their annual visit to the RCM campuses as a requirement of RCM being eligible for the Williams Act. The visit went well with no concerns expressed by the visiting committee.
4. WASC visit update – Bryan reported that RCM will have a virtual WASC visit in the spring to evaluate progress on RCM's action plan for improvement.

#### G. STAFF AND DIRECTOR REPORTS

1. Staff: Michelle and Bryan presented information regarding preparations for the beginning of the school year.
2. Directors: Miller reported on visit to the Manila campus with teacher credential students. Goodman reported on upcoming changes to road signage in Manila.

#### ADJOURNMENT OF OPEN SESSION

- a. M/S by Goodman/Ferreira to adjourn meeting. Board ayes 4, noes 0. Motion carried at 7:35 p.m.

# RCM School Board



Agenda Item: F1  
Administration Annual Review

Department/Program:  
School wide

Background Information:  
The Director/administrators for charter schools should be evaluated annually by the school governing board.

Recommendation:  
Discuss and set process/timeline for annual review.

Fiscal Implications:  
None

Contact Person:  
Bryan Little



5. Maintains school program overview and management of prepared environment and seeks ways of planning ahead.

6. Maintains cooperative attitude toward staff.

7. Supports the Montessori and Project Based Learning methods in relationships with staff/parents/students.

8. Display professional integrity in communication with:

-Staff:

-Parents:

-Students:

9. Demonstrates leadership ability within the team relationship.

10. Supports staff in working toward work goals.

11. Provides guidance for staff development.

12. Director is approachable with questions or concerns.

13. Describe the Director as a Supervisor.

14. Other Comments:

# RCM School Board



Agenda Item: F2

School Board review of curriculum

Department/Program:

School wide

Background Information:

Governance of all areas of Redwood Coast Montessori, including curriculum oversight, is the responsibility of the school board.

Recommendation:

Discuss possible ways for the school board to develop a plan for reviewing curriculum at all levels of the program.

Fiscal Implications:

None

Contact Person:

Bryan Little



# RCM School Board



Agenda Item: F3

Leadership Committee and Parent Advisory Committee Updates

Department/Program:

School wide

Background Information:

RCM has a staff Leadership Committee and a Parent Advisory Council. Period updates help keep the school board informed of progress with these committees.

Recommendation:

Receive update regarding Leadership Committee and Parent Advisory Committee.

Fiscal Implications:

None

Contact Person:

Bryan Little

# RCM School Board



Agenda Item: F4  
WASC Visit update

Department/Program:  
School wide

**Background Information:**

Redwood Coast Montessori is accredited through Accrediting Commission for Schools, Western Association of Schools and Colleges. In order to maintain our accreditation, a committee of WASC members schedule visits to schools to assure they are maintaining their high standards of education. During the 2023-24 school year a virtual “visit” will take place by a WASC director.

**Recommendation:**

Receive information regarding upcoming WASC visit and role of the Board.

**Fiscal Implications:**

None

**Contact Person:**

Bryan Little