

Redwood Coast Montessori Board of Directors

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

Zoom Meeting Link:

(<https://us06web.zoom.us/j/83949283639?pwd=KecqjBr0hF75piX1N8kmqjluurBjFw.1>)

REGULAR MEETING

November 13, 2024 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:

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 October 9, 2024 Regular Meeting

E. BUSINESS AND FINANCE - ITEMS FOR REPORT, DISCUSSION, AND POSSIBLE ACTION

1. Vehicle Purchase
2. Stipend Rates

F. SCHOOL FUNCTIONS - ITEMS FOR REPORT, DISCUSSION, AND POSSIBLE ACTION

1. Voluntary sick leave donation policy
2. School Board Outreach
3. Bathroom Upgrade - Manila
4. Progressive Discipline Policy

G. STAFF AND DIRECTORS REPORTS - ITEMS FOR REPORT, DISCUSSION

1. Staff Report
2. Director Reports

H. FUTURE AGENDA ITEMS

ADJOURNMENT OF OPEN SESSION

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

Regular Meeting

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

REGULAR MEETING

October 9, 2024 6:30 p.m.

MINUTES

A. CALL TO ORDER OF OPEN SESSION by Kim Bonine at 6:34 p.m.

a. Present: Kim Bonine, Terry Weeks, Gabriel Ferreira

B. PUBLIC COMMENT - No public comments

F.1 – Board Member: M/S by Ferreira/Weeks to approve Michelle Ellis as a new School Board Director: ayes 3, noes 0. Motion carried.

C. GENERAL FUNCTION

1. Approval of general consent items: M/S by Weeks/Ferreira to approve the General Function-Consent Items. Board: ayes 4, noes 0. Motion carried.

D. BUSINESS AND FINANCE

1. Unaudited Actuals Update: Bryan provided information regarding the 23-24 unaudited actuals approved at the September regular meeting. No action taken.
2. Stipend Request Form and Rates: No motion was made. The Board will resume this discussion at the November regular meeting.

E. SCHOOL FUNCTIONS

1. Addressed after public comment
2. Williams Act Report: M/S by Ferreira/Weeks to approve the 2024 Williams Act Report. Board: ayes 4, noes 0. Motion carried.
3. Title IX Policy: M/S by Ellis/Ferreira to approve the updated Title IX Policy as written. Board: ayes 4, noes 0. Motion carried.
4. School Board Outreach: No report given. Ad hoc committee will outreach with Board to sign up for school event representation.
5. Gender Neutral Bathrooms for Manila campus. No action was taken. The board discussed possible options including adding a door to an existing single use bathroom to make more accessible to all students and staff and signage on existing single use bathrooms.
6. ADA concern: No action was taken.

J. STAFF AND DIRECTOR REPORTS

1. Staff: Michelle and Bryan presented information about recent events that have been taking place at both campuses.
2. Directors: None

K. FUTURE AGENDA ITEMS

1. School Board Outreach
2. Bathroom upgrade
3. Stipend rates
4. Progressive Discipline Policy

L. ADJOURNMENT OF OPEN SESSION

M. CLOSED SESSION – M/S by Ferreira/Ellis to adjourn the October 9th regular meeting.. Board: ayes 4, noes 0. Motion carried at 8:17 p.m.

RCM School Board



Agenda Item: E1
Vehicle Purchase

Department/Program:
School wide

Background Information:

There is ongoing need for a school vehicle for such activities as: food shopping, lunch delivery, field trips, and sporting events. RCM has does not currently own a vehicle. There are kitchen funds that will need to used during the 24-25 school year that can be used to purchase a vehicle. RCM's Budget Policy requires "All purchases in excess of \$10,000 must be bid by a board-approved process."

Recommendation:

Approve expenditure of funds to purchase a vehicle based on three competitive bids.

Fiscal Implications:

Permitted use of KIT funds due to expire during the 2024-25 school year.

Contact Person:

Bryan Little

RCM School Board



Agenda Item: E2
RCM Staff Stipend Policy

Department/Program:
Business and Finance

Background Information:
During the May 2024 regular meeting, the board discussed the importance of reviewing staff stipends with the goal of standardizing the approach and possibly increasing the stipend rate for clubs/classes/activities.

Recommendation:
Hold discussion about stipend rates for RCM clubs/classes/activities and guidelines for future stipends.
Provide guidance for any changes/additions to the draft stipend request document.

Fiscal Implications:
Potential increase in expenditures, which will come from base LCFF funding.

Contact Person:
Bryan Little

Possible Extra Curricular Event Stipends (draft 1)

Type of event	Teaching Time per week	Prep Time	Overall Time commitment	Proposed stipend
Game club	1.5-3 hrs.	Minimal	Minimal	\$500/18 hrs. of class time
Homework club	1.5-3 hrs.	Minimal	Minimal	\$500/18 hrs. of class time
Coaching	4-5 hrs.	Moderate	Significant	\$650/season
Skills class/club	1.5-3 hrs.	Moderate to significant	Significant	\$650/18 hrs. of class time
Adolescent MMUN (travel)	2 hrs. (?)	Moderate to significant	Significant	\$2,000/yr.
Upper El MMUN (online)	2 hrs. (?)	Moderate	Moderate	\$1,000/yr.
Leadership Team	N/A	Moderate to significant	Moderate to significant	\$750/yr.

Possible Extra Curricular Event Stipends (October Regular Board Meeting) – (draft 2)

Type of event	Types of activities	Total hours of commitment	Proposed stipend
Tier I	Low prep. activity/class	18	\$500
Tier II	Moderate prep. activity/class	20-25	\$650
Tier III	Sports	>50	\$1,000

Stipend expenses by SY

Type of event	Number of Recipients	Stipend Amount	Total	Yearly Total
2022-2023				
Classes/Clubs	0	0	0	\$9,000
Leadership Committee (partial year)	7	\$500	\$3,500	
MMUN (adolescent)	2	\$2,000	\$4,000	
Sports (volleyball)	3	\$500	\$1,500	
2023-2024				
Classes/Clubs	5	\$500	\$3,000	\$16,070
Leadership Committee (full year)	8	\$750	\$6,000	
MMUN (adolescent & upper el)	3	\$1,000 - 2,000	\$5,000	
Sports (athletic director, basketball, cross country, volleyball)	4	\$300 - \$770	\$2,070	

Redwood Coast Montessori

Stipend/Extra Duty Agreement

Employee Name: _____

Class/Activity Name: _____

Class/Activity Dates: _____

Stipend Amount: _____

Redwood Coast Montessori (RCM) and the Stipend Recipient agree that the Stipend Recipient, in addition to the duties of their regular RCM assigned position, will carry out the required duties under the authority of the RCM School Board and supervision of the Director or designee of the stipend.

The Stipend Recipient agrees to act in accordance with all applicable laws and regulations, as well as the terms described above.

Either party with or without cause may terminate this agreement by providing written notice to the other party. Further, the Stipend Recipient may be removed from their stipend duties at the discretion of the director or designee prior to the actual termination of this agreement. Termination of this agreement by either party shall not, in itself, constitute cause for termination of any separate teaching or employment contract between the Stipend Recipient and RCM.

Director/Site Supervisor

Date

Stipend Recipient Signature

Date



RCM Stipend Request Form

Stipend requests should be signed and submitted to the director after completion of the class.

Name: _____ **Date:** _____

Name of Class/Club/Activity: _____

Class Dates: ____/____/____ - ____/____/____
Begin Date End Date

Total Class Hours: _____ **Total Number of Students:** _____

Student Roster

No.	Student Name	No.	Student Name
1		13	
2		14	
3		15	
4		16	
5		17	
6		18	
7		19	
8		20	
9		21	
10		22	
11		23	
12		24	

Signature

Date

Additional Information

Administrative Signature

Date

RCM School Board



Agenda Item: F1

Voluntary staff sick leave donation policy

Department/Program:

School wide

Background Information:

By contract, certificated staff receive 10 sick days to use each SY. Classified staff earn 1 hr. of sick leave for every 30 hrs. of paid work. A voluntary sick leave policy would allow all staff to donate unused hours to another staff person in case of a lengthy incapacitating illness or injury or because of an incapacitating illness or injury of an immediate family member requiring the employee to take time off work to serve as the primary caregiver.

Recommendation:

Approve the voluntary sick leave donation policy

Fiscal Implications:

None

Contact Person:

Bryan Little

RCM Voluntary Sick Leave Donation Policy

Redwood Coast Montessori (RCM) has established a catastrophic leave bank to assist employees who have exhausted all available paid leaves of absence, vacation and compensatory time off, and who are absent from work due either to a lengthy incapacitating illness or injury or because of an incapacitating illness or injury of an immediate family member requiring the employee to take time off work to serve as the primary caregiver.

An employee who meets these conditions may submit a sick leave bank request form to administration and request benefits under this provision. RCM has the right to require medical verification of the necessity for the employee's medical absence or of the necessity for care giving for the employee's family member. RCM is not responsible for paying for any medical examination(s) required to meet this request. If the District is satisfied that the qualifying conditions have been met, the employee will be given access to paid leave hours accumulated in the catastrophic leave bank. Liaison over the catastrophic leave program shall be maintained by a committee composed of three (2) persons: The Manila Site Supervisor and the School Director. The committee shall approve all disbursements of leave from the bank, shall decide priorities for disbursement and shall develop additional regulations (subject to approval) as needed to implement the program. If an employee is denied access to paid leave hours from the bank, and is dissatisfied with that decision, he/she may directly appeal that decision to the RCM School Board.

No more than eighty (80) hours of paid leave from the catastrophic leave bank may be granted in response to a single request, and no more than one hundred sixty (160) hours of paid leave cumulatively in a fiscal year. If the employee returns to work prior to the total use of leave hours granted, the hours not utilized by the employee shall be returned to the bank. If the bank should be insufficient in number of accumulated hours to fill all approved requests for paid leave, available hours shall be distributed with priority going to those who have themselves donated to the bank within the current fiscal year.

Employees may donate to the bank up to thirty (30) hours of sick leave in any fiscal year. All donated hours will be deducted from the employee's account.

An employee who wishes to donate sick leave must fill out the appropriate form and take it to the school office for processing. A copy of the processed form will be returned to the employee confirming the donation. No confidential personnel information will be disclosed to participants.

Contributions to the catastrophic leave bank become the property of the bank, even if not utilized, and can only be withdrawn under the terms and conditions of this provision. The bank shall be considered self-contained and limited by the employee contributions received and accrued over time. There shall be no obligation to provide, nor shall any leave be awarded, when all hours have been exhausted. All unused hours in the leave bank will be cleared from the bank at the end of the fiscal year.

RCM Sick Leave Donation Form

INSTRUCTIONS: This form is used by employees to donate unused sick leave hours to the catastrophic leave bank. Administrators are responsible for deducting the donated hours from the employee's sick leave balance.

Donating Employee Information	
Name: _____	
Total number of hours of sick leave to be donated: _____	
I, the undersigned employee understand <ul style="list-style-type: none">• My donation is strictly voluntary• My sick leave balance will be reduced by the specified number of hours stated above• This decision is irreversible as of the date this form has been signed by the Manila Site Supervisor or School Director.	
_____ Donating Employee Signature	_____ Date
Leave Bank Committee	
I certify that this employee has available the amount of accumulated sick leave to be donated as stated above. I authorize the transfer of the total hours listed above to the catastrophic leave bank.	
_____ Administrative Signature	_____ Date
_____ Administrative Signature	_____ Date

RCM School Board



Agenda Item: F2
School Board Ad Hoc Committee

Department/Program:
School wide

Background Information:
Annually, the RCM School Board holds a board retreat to discuss goals for the year, high-level priorities, and strategic planning. During the 2024-25 board retreat, the need for greater Board engagement with the school community was identified as a goal for the year. An ad hoc committee was formed to explore ways to achieve this goal.

Recommendation:
Discuss report/ideas from ad hoc committee.

Fiscal Implications:
None

Contact Person:
Bryan Little

RCM School Board



Agenda Item: F5
All-Gender Bathrooms - Manila Campus

Department/Program:
Manila Campus

Background Information:

In 2023 Governor Newsom signed Senate Bill 760. This bill requires that on or before July 1, 2026, each school district, county office of education, and charter school, including charter schools operating in a school district facility, maintaining any combination of classes from grades 1 to 12, inclusive, to provide and maintain at least one all-gender restroom for voluntary pupil use at each of its schoolsites that meet specified criteria. The bill would require the all-gender restroom to meet certain requirements, including, among other things, that it has signage identifying the bathroom facility as being open to all genders and is unlocked, unobstructed, and easily accessible by any pupil. The bill would require the local educational agency to designate a staff member to serve as a point of contact for these purposes and to post a notice regarding these requirements in a prominent and conspicuous location outside at least one all-gender restroom.

Recommendation:

Discuss possible remodel of existing single use bathroom attached to the school office to create an exterior door, which will allow all staff and students to access a gender neutral, single use bathroom.

Fiscal Implications:

None

Contact Person:

Michelle Leonard

RCM School Board



Agenda Item:

F3 Staff Progressive Discipline Policy

Department/Program:

School Functions

Background Information:

During the May 2024 regular meeting, the board discussed the value of and possible need for a progressive discipline policy for RCM staff. During the June 2024 regular meeting the board approved the proposed staff discipline warning document with the following changes: change “warning” to “notice”; update handbook [section VII (B)] to including process of discipline notice.

B. Discipline and Involuntary Termination

Violation of the School’s policies and rules may warrant disciplinary action, which may take multiple forms, including verbal notices, written notices (via the [RCM Employee Disciplinary Notice](#)), suspensions or termination. The school may, in its sole discretion, utilize any form of discipline it deems appropriate under the circumstances, up to and including termination of employment upon the first offense.

Recommendation:

Hold discussion as needed regarding any updates or changes to the approved discipline document and section VII (B) in the employee handbook.

Fiscal Implications:

None.

Contact Person:

Bryan Little