

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

December 11, 2024 5:30 p.m.

AGENDA

A. CALL TO ORDER OF OPEN SESSION

B. OPEN SESSION: 5:30 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 November 13, 2024 Regular Meeting

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

1. First Interim Budget
2. Form 700 Requirement for Annual Filing

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

1. AB 2158 – Ethics Training
2. Services for Students with Disabilities, Section 504, and Individualized Education Program (IEP) Policy Independent Study Policy Update
3. Independent Study Policy
4. ADA Issue

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

1. Staff Report
2. Director Reports

H. FUTURE AGENDA ITEMS

I. PUBLIC COMMENT ON CLOSED SESSION ITEMS

The Governing Board welcomes public comment related to any closed session items. Comments are limited to three (3) minutes.

J. CLOSED SESSION: 6:30 p.m. LOCATION – REDWOOD COAST MONTESSORI (793 K Street, Arcata)

Pursuant to Education Code 48918c, the Board will meet in Closed Session concerning confidential matters.

1. Administrative Goals Review

K. OPEN SESSION: 6:45 p.m. LOCATION - REDWOOD COAST MONTESSORI (793 K Street, Arcata)

L. ANNOUNCEMENT OF ANY REPORTABLE ACTION TAKEN IN CLOSED SESSION

M. 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

November 13, 2024 6:30 p.m.

MINUTES

A. CALL TO ORDER OF OPEN SESSION by Kim Bonine at 6:30 p.m.

- a. Present: Kim Bonine, Terry Weeks, Gabriel Ferreira, Michelle Ellis, Susann Goodman

B. PUBLIC COMMENT - No public comments

C. GENERAL FUNCTION

1. Approval of general consent items: M/S by Goodman/Weeks to approve the General Function-Consent Items. Board: ayes 5, noes 0. Motion carried.

D. BUSINESS AND FINANCE

1. Vehicle Purchase: M/S by Weeks/Ellis to approve the purchase of a school vehicle using KIT funds in excess of \$10,000. Board: ayes 5, noes 0. Motion carried.
2. Stipend Request Form and Rates: M/S by Weeks/Goodman to set new stipends rates based on three tiers for extra curricular stipends with compensation rates of \$500, \$650, and \$1,000 and to use the stipend agreement and stipend request form as documentation for extra curricular stipends. Board: ayes 5, noes 0. Motion carried.

E. SCHOOL FUNCTIONS

1. Voluntary sick leave donation policy: M/S by Ferreira/Weeks to approve the new RCM voluntary sick leave donation policy with the use of the confidential leave bank request form and sick leave donation form. Board: ayes 5, noes 0. Motion carried.
2. School Board Outreach: The Board discussed setting up an annual list of school events to allow Board members to sign up for community/school outreach. The Board also directed staff to secure advertising buttons for board members to wear at school events.
3. Bathroom upgrade: The board was presented with an update regarding the status of making the front office bathroom into a gender-neutral bathroom accessible to all staff and students.
4. Progressive Discipline Policy: The Board was updated on action taken during the June 2024 regular board meeting to address this issue.

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. Independent Study Policy
2. Admin goals

L. ADJOURNMENT OF OPEN SESSION

M. CLOSED SESSION – M/S by Ferreira/Goodman to adjourn the November 13th regular meeting.. Board: ayes 5, noes 0. Motion carried at 7:41 p.m.

RCM School Board



Agenda Item: E1
Certification of 2024-25 First Interim Budget

Department/Program:
Business and Finance

Background Information:

Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 16 for the period ending October 31; the second interim report is due March 18 for the period ending January 31.

The interim reports must include board certification of whether or not the LEA is able to meet its financial obligations. The certifications are classified as positive, qualified, or negative. A positive certification is assigned when the district will meet its financial obligations for the current and two subsequent fiscal years. A qualified certification is assigned when the district may not meet its financial obligations for the current or two subsequent fiscal years. A negative certification is assigned when a district will be unable to meet its financial obligations for the remainder of the current year or for the subsequent fiscal year.

Recommendation:
Positive certification of 2024-25 First Interim Budget

Fiscal Implications:
None

Contact Person:
Bryan Little

REDWOOD COAST MONTESSORI	FIRST INTERIM WORKING BUDGET			FIRST INTERIM MULTI-YEAR PROJECTION					
	FISCAL YEAR 2024-25			FISCAL YEAR 2025-26			FISCAL YEAR 2026-27		
	Charter Fund Unrestricted	Charter Fund Restricted	Charter Fund Total	Charter Fund Unrestricted	Charter Fund Restricted	Charter Fund Total	Charter Fund Unrestricted	Charter Fund Restricted	Charter Fund Total
A. REVENUES									
LCFF Apportionment	\$ 2,550,328	\$ 0	\$ 2,550,328	\$ 2,662,200	\$ 0	\$ 2,662,200	\$ 2,740,019	\$ 0	\$ 2,740,019
Federal Sources	0	129,997	129,997	0	92,263	92,263	0	92,263	92,263
Other State Sources	123,166	489,448	612,614	42,446	438,707	481,153	42,446	435,974	478,420
Other Local Sources	4,000	364,775	368,775	4,000	364,775	368,775	4,000	364,775	368,775
Total Revenue	2,677,494	984,220	3,661,714	2,708,646	895,745	3,604,391	2,786,465	893,012	3,679,477
B. EXPENDITURES									
Certificated Salaries	1,229,442	170,305	1,399,747	1,287,555	143,774	1,431,329	1,304,449	145,933	1,450,382
Classified Salaries	190,002	252,747	442,749	185,083	267,183	452,266	187,778	265,603	453,381
Employee Benefits	665,484	246,064	911,548	665,908	257,103	923,011	672,404	259,343	931,747
Supplies	40,000	177,576	217,576	15,000	79,925	94,925	15,000	73,294	88,294
Services & Other Operating	355,082	359,196	714,278	359,761	333,065	692,826	371,407	304,751	676,158
Capital Outlay	0	145,582	145,582	0	3,000	3,000	0	0	0
Other Outgo	0	745	745	0	745	745	0	745	745
Support Costs	(7,950)	7,950	0	(7,800)	7,800	0	(7,300)	7,300	0
Total Expenditures	2,472,060	1,360,165	3,832,225	2,505,507	1,092,595	3,598,102	2,543,738	1,056,969	3,600,707
C. EXCESS REVENUES (EXPENDITURES)	205,434	(375,945)	(170,511)	203,139	(196,850)	6,289	242,727	(163,957)	78,770
D. OTHER FINANCING SOURCES/USES									
Interfund Transfers In	0	0	0	0	0	0	0	0	0
Interfund Transfers Out	0	0	0	0	0	0	0	0	0
Other Sources	0	0	0	0	0	0	0	0	0
Other Uses	0	0	0	0	0	0	0	0	0
Contributions	(139,101)	139,101	0	(141,101)	141,101	0	(146,031)	146,031	0
Total Other Sources (Uses)	(139,101)	139,101	0	(141,101)	141,101	0	(146,031)	146,031	0
E. FUND BALANCE INCREASE (DECREASE)	66,333	(236,844)	(170,511)	62,038	(55,749)	6,289	96,696	(17,926)	78,770
F. ADJUSTED BEGINNING BALANCE	122,792	409,997	532,789	189,125	173,153	362,278	251,163	117,404	368,567
G. ENDING BALANCE	\$ 189,125	\$ 173,153	\$ 362,278	\$ 251,163	\$ 117,404	\$ 368,567	\$ 347,859	\$ 99,478	\$ 447,337
5% State Recommended Minimum		\$ 191,611		\$ 179,905			\$ 180,035		

Revenue	Description	Amount	Percentage of Sources
8984	CONTRIBUTION>LCFF	188,074	99.59%
Total Revenue		188,074	99.59%
Expenditure	Description	Amount	Percentage of Sources
1000 Certificated Salaries			
1100	TEACHERS SALARIES - REGULAR	11,245	5.95%
1200	CERT PUPIL SUPPORT SAL - REG	50,918	26.96%
Total 1000		62,163	32.92%
2000 Classified Salaries			
2100	CLASS INSTR AIDE SAL-REGULAR	65,241	34.55%
Total 2000		65,241	34.55%
3000 Employee Benefits			
3101	STRS - CERTIFICATED	9,697	5.13%
3202	PERS - CLASSIFIED	17,648	9.35%
3312	SOCIAL SECURITY-CLASSIFIED	4,045	2.14%
3331	MEDICARE-CERTIFICATED	901	.48%
3332	MEDICARE-CLASSIFIED	946	.50%
3411	HEALTH & WELFARE BENEFITS-CRT	7,090	3.75%
3501	ST UNEMPLOYMENT INS-CERTIF	31	.02%
3502	ST UNEMPLOYMENT INS-CLASSIFD	33	.02%
3601	WORKER'S COMP-CERTIFICATED	1,774	.94%
3602	WORKER'S COMP-CLASSIFIED	1,862	.99%
Total 3000		44,027	23.31%
Total Expenditure		171,431	90.78%

Starting Balance	775
+ Revenues	188,074
- Expenditures	171,431
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	17,418

Starting Balance	775
+ Total Revenues	188,074
= Total Sources	188,849

Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Salaries	62,163	32.92%
2000	Classified Salaries	65,241	34.55%
3000	Employee Benefits	44,027	23.31%
4000			%
5000			%
6000			%
7000			%
- Total Expenditures		171,431	90.78%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		17,418	9.22%

Revenue	Description	Amount	Percentage of Sources
8011	REVENUE LIMIT ST AID-CURR YR	2,049,234	87.80%
8096	TRANSFERS>CHARTERS IN LIEU TAX	459,294	19.68%
8550	MANDATED COST REIMBURSEMENTS	4,003	.17%
8590	ALL OTHER STATE REVENUES	34	.00%
8595	ALL OTHER STATE REV-PRIOR YR	80,720	3.46%
8660	INTEREST	4,000	.17%
8982	CONTRIBUTION > TITLE I	4,017-	-.17%
8984	CONTRIBUTION>LCFF	188,074-	-8.06%
8989	CONTRIBUTION > SPECIAL ED	135,084-	-5.79%
Total Revenue		2,270,110	97.26%

Expenditure	Description	Amount	Percentage of Sources
1000 Certificated Salaries			
1100	TEACHERS SALARIES - REGULAR	989,210	42.38%
1102	MUSIC TEACHER	17,060	.73%
1132	COACHES AND SPECIAL ADVISORS	100	.00%
1140	TEACHER SALARY - SUBSTITUTES	6,000	.26%
1150	TEACHER SALARY - OTHER PAY	5,000	.21%
1303	PRINCIPAL	63,604	2.73%
1307	SUPERVISORS SALARIES	60,291	2.58%
Total 1000		1,141,265	48.90%

Expenditure	Description	Amount	Percentage of Sources
2000 Classified Salaries			
2100	CLASS INSTR AIDE SAL-REGULAR	73,217	3.14%
2160	COACHES & ADVISORS	500	.02%
2214	CUSTODIAN	23,388	1.00%
2304	BUSINESS MANAGER	19,505	.84%
2403	CLERICAL TECHNICIAN	8,151	.35%
Total 2000		124,761	5.35%

Expenditure	Description	Amount	Percentage of Sources
3000 Employee Benefits			
3101	STRS - CERTIFICATED	176,448	7.56%
3201	PERS - CERTIFICATED	31,987	1.37%
3202	PERS - CLASSIFIED	33,747	1.45%
3311	SOCIAL SECURITY-CERTIFICATED	8,671	.37%
3312	SOCIAL SECURITY-CLASSIFIED	7,732	.33%
3331	MEDICARE-CERTIFICATED	16,534	.71%
3332	MEDICARE-CLASSIFIED	1,809	.08%
3411	HEALTH & WELFARE BENEFITS-CRT	288,209	12.35%
3412	HEALTH & WELFARE BENEFITS-CLS	2,710	.12%
3501	ST UNEMPLOYMENT INS-CERTIF	570	.02%
3502	ST UNEMPLOYMENT INS-CLASSIFD	63	.00%
3601	WORKER'S COMP-CERTIFICATED	32,550	1.39%
3602	WORKER'S COMP-CLASSIFIED	3,561	.15%
Total 3000		604,591	25.90%

Expenditure	Description	Amount	Percentage of Sources
4000 Books and Supplies			
4310	MATERIALS & SUPPLIES	5,000	.21%
4351	OFFICE SUPPLIES	2,000	.09%
4374	CUSTODIAL SUPPLIES	7,000	.30%
4400	EQUIPMENT	1,000	.04%
Total 4000		15,000	.64%

Expenditure	Description	Amount	Percentage of Sources
5000 Services			
5201	EMPLOYEE MILEAGE	200	.01%
5300	DUES & MEMBERSHIPS	2,000	.09%
5450	OTHER INSURANCE	68,000	2.91%
5512	PROPANE	14,700	.63%
5520	ELECTRICITY SERVICES	14,700	.63%
5530	WATER SERVICES	2,625	.11%
5560	WASTE DISPOSAL	4,725	.20%
5612	RENTALS AND LEASES-BUILDINGS	50,038	2.14%
5637	MAINTENANCE AGREEMENTS	13,600	.58%
5716	OTHER INTERPROGRAM SERVICES	41,800-	-1.79%
5800	CONTRACTED SERVICES	8,500	.36%
5804	SECURITY SYSTEM	2,800	.12%
5805	PRINTING SERV-OUTSIDE VENDOR	550	.02%
5819	OTHER INTER-LEA CONTRACTS	145,394	6.23%
5823	LEGAL FEES	1,200	.05%
5831	ADVERTISEMENT	1,000	.04%
5881	OTHER CHARGES/FEES	1,000	.04%
5909	TELEPHONE/COMMUNICATIONS	17,000	.73%
5950	POSTAGE	50	.00%
Total 5000		306,282	13.12%
7000 Other Outgo			
7330	INDIRECT COSTS INTERPROGRAM	7,950-	-.34%
Total 7000		7,950-	-.34%
Total Expenditure		2,183,949	93.57%

Starting Balance	63,861
+ Revenues	2,270,110
- Expenditures	2,183,949
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	150,022

Starting Balance	63,861
+ Total Revenues	2,270,110
= Total Sources	2,333,971

Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Salaries	1,141,265	48.90%
2000	Classified Salaries	124,761	5.35%
3000	Employee Benefits	604,591	25.90%
4000	Books and Supplies	15,000	.64%
5000	Services	306,282	13.12%
6000			%
7000	Other Outgo	7,950-	.34-%
- Total Expenditures		2,183,949	93.57%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		150,022	6.43%

Revenue	Description	Amount	Percentage of Sources
8560	STATE LOTTERY REVENUE	38,409	39.78%
Total Revenue		38,409	39.78%

Expenditure	Description	Amount	Percentage of Sources
1000 Certificated Salaries			
1100	TEACHERS SALARIES - REGULAR	26,014	26.94%
Total 1000		26,014	26.94%

Expenditure	Description	Amount	Percentage of Sources
3000 Employee Benefits			
3101	STRS - CERTIFICATED	4,969	5.15%
3331	MEDICARE-CERTIFICATED	377	.39%
3411	HEALTH & WELFARE BENEFITS-CRT	10,764	11.15%
3501	ST UNEMPLOYMENT INS-CERTIF	13	.01%
3601	WORKER'S COMP-CERTIFICATED	743	.77%
Total 3000		16,866	17.47%

Expenditure	Description	Amount	Percentage of Sources
4000 Books and Supplies			
4310	MATERIALS & SUPPLIES	25,000	25.89%
Total 4000		25,000	25.89%

Expenditure	Description	Amount	Percentage of Sources
5000 Services			
5800	CONTRACTED SERVICES	2,000	2.07%
5884	LICENSE, PERMIT, USE FEE, TX	5,000	5.18%
Total 5000		7,000	7.25%
Total Expenditure		74,880	77.54%

Starting Balance	58,156
+ Revenues	38,409
- Expenditures	74,880
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	21,685

Starting Balance	58,156
+ Total Revenues	38,409
= Total Sources	96,565

Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Salaries	26,014	26.94%
2000			%
3000	Employee Benefits	16,866	17.47%
4000	Books and Supplies	25,000	25.89%
5000	Services	7,000	7.25%
6000			%
7000			%
- Total Expenditures		74,880	77.54%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		21,685	22.46%

Model BR25-05 24-25 CY Working

Fiscal Year 2024/25

Fund 10 REDWOOD COAST MONTESSORI

Resource 1400 EDUCATION PROTECTION ACCOU

Revenue	Description	Amount	Percentage of Sources
8012	REVENUE LIMIT-EPA	41,800	100.00%
Total Revenue		41,800	100.00%

Expenditure	Description	Amount	Percentage of Sources
5000 Services			
5716	OTHER INTERPROGRAM SERVICES	41,800	100.00%
Total 5000		41,800	100.00%
Total Expenditure		41,800	100.00%

Starting Balance	0
+ Revenues	41,800
- Expenditures	41,800
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	41,800
= Total Sources	41,800

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000			%
5000	Services	41,800	100.00%
6000			%
7000			%
- Total Expenditures		41,800	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Revenue	Description	Amount	Percentage of Sources
8590	ALL OTHER STATE REVENUES	58,738	79.66%
8699	ALL OTHER LOCAL REVENUES	15,000	20.34%
Total Revenue		73,738	100.00%

Expenditure	Description	Amount	Percentage of Sources
2000 Classified Salaries			
2150	CLASS INSTR AIDE-OTHER PAY	3,700	5.02%
2900	OTHER CLASS SALARIES-REGULAR	11,310	15.34%
2931	PROJECT MANAGER	27,119	36.78%
Total 2000		42,129	57.13%

3000 Employee Benefits			
3202	PERS - CLASSIFIED	8,337	11.31%
3312	SOCIAL SECURITY-CLASSIFIED	2,612	3.54%
3332	MEDICARE-CLASSIFIED	611	.83%
3502	ST UNEMPLOYMENT INS-CLASSIFD	21	.03%
3602	WORKER'S COMP-CLASSIFIED	1,203	1.63%
Total 3000		12,784	17.34%

4000 Books and Supplies			
4310	MATERIALS & SUPPLIES	8,000	10.85%
Total 4000		8,000	10.85%

5000 Services			
5201	EMPLOYEE MILEAGE	100	.14%
5800	CONTRACTED SERVICES	4,400	5.97%
5884	LICENSE, PERMIT, USE FEE, TX	400	.54%
Total 5000		4,900	6.65%

7000 Other Outgo			
7330	INDIRECT COSTS INTERPROGRAM	3,000	4.07%
Total 7000		3,000	4.07%
Total Expenditure		70,813	96.03%

Starting Balance	0
+ Revenues	73,738
- Expenditures	70,813
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	2,925

Model BR25-05 24-25 CY Working

Fiscal Year 2024/25

Fund 10 REDWOOD COAST MONTESSORI

Resource 2600 Expanded Learning Opp Program

		Starting Balance	0
		+ Total Revenues	73,738
		= Total Sources	73,738
Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000	Classified Salaries	42,129	57.13%
3000	Employee Benefits	12,784	17.34%
4000	Books and Supplies	8,000	10.85%
5000	Services	4,900	6.65%
6000			%
7000	Other Outgo	3,000	4.07%
		- Total Expenditures	70,813
		- Total Budgeted Reserves and Fund Balance	0
		= Unappropriated Balance	2,925
			96.03%
			.00%
			3.97%

Revenue	Description	Amount	Percentage of Sources
8290	ALL OTHER FEDERAL REVENUES	24,366	63.48%
8982	CONTRIBUTION > TITLE I	14,017	36.52%
Total Revenue		38,383	100.00%

Expenditure	Description	Amount	Percentage of Sources
1000 Certificated Salaries			
1100	TEACHERS SALARIES - REGULAR	31,236	81.38%
Total 1000		31,236	81.38%

3000 Employee Benefits			
3101	STRS - CERTIFICATED	4,486	11.69%
3331	MEDICARE-CERTIFICATED	453	1.18%
3501	ST UNEMPLOYMENT INS-CERTIF	16	.04%
3601	WORKER'S COMP-CERTIFICATED	892	2.32%
Total 3000		5,847	15.23%

7000 Other Outgo			
7330	INDIRECT COSTS INTERPROGRAM	1,300	3.39%
Total 7000		1,300	3.39%
Total Expenditure		38,383	100.00%

Starting Balance	0
+ Revenues	38,383
- Expenditures	38,383
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	38,383
= Total Sources	38,383

Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Salaries	31,236	81.38%
2000			%
3000	Employee Benefits	5,847	15.23%
4000			%
5000			%
6000			%
7000	Other Outgo	1,300	3.39%
- Total Expenditures		38,383	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Model BR25-05 24-25 CY Working

Fiscal Year 2024/25

Fund 10 REDWOOD COAST MONTESSORI

Resource 4035 TITLE II TEACHER QUALITY

Revenue	Description	Amount	Percentage of Sources
8290	ALL OTHER FEDERAL REVENUES	4,421	100.00%
Total Revenue		4,421	100.00%

Expenditure	Description	Amount	Percentage of Sources
5000 Services			
5210	TRAVEL & CONFERENCES	1,751	39.61%
5800	CONTRACTED SERVICES	2,500	56.55%
Total 5000		4,251	96.15%

7000 Other Outgo			
7330	INDIRECT COSTS INTERPROGRAM	170	3.85%
Total 7000		170	3.85%
Total Expenditure		4,421	100.00%

Starting Balance	0
+ Revenues	4,421
- Expenditures	4,421
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	4,421
= Total Sources	4,421

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000			%
5000	Services	4,251	96.15%
6000			%
7000	Other Outgo	170	3.85%
- Total Expenditures		4,421	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Revenue	Description	Amount	Percentage of Sources
8290	ALL OTHER FEDERAL REVENUES	5,476	100.00%
Total Revenue		5,476	100.00%

Expenditure	Description	Amount	Percentage of Sources
5000 Services			
5210	TRAVEL & CONFERENCES	5,146	93.97%
5884	LICENSE, PERMIT, USE FEE, TX	100	1.83%
Total 5000		5,246	95.80%

7000 Other Outgo			
7330	INDIRECT COSTS INTERPROGRAM	230	4.20%
Total 7000		230	4.20%
Total Expenditure		5,476	100.00%

Starting Balance	0
+ Revenues	5,476
- Expenditures	5,476
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	5,476
= Total Sources	5,476

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000			%
5000	Services	5,246	95.80%
6000			%
7000	Other Outgo	230	4.20%
- Total Expenditures		5,476	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Revenue	Description	Amount	Percentage of Sources
8290	ALL OTHER FEDERAL REVENUES	10,000	.00%
8982	CONTRIBUTION > TITLE I	10,000-	.00%
Total Revenue		0	.00%

Starting Balance	0
+ Revenues	0
- Expenditures	0
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	0
= Total Sources	0

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			.00%
3000			.00%
4000			.00%
5000			.00%
6000			.00%
7000			.00%
- Total Expenditures		0	.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Revenue	Description	Amount	Percentage of Sources
8221	NATIONAL LUNCH PROGRAM	44,000	36.31%
8222	FEDERAL SCHOOL BREAKFAST	4,000	3.30%
8520	CHILD NUTRITION	45,000	37.13%
8521	STATE BREAKFAST PROGRAM	6,000	4.95%
8634	FOOD SERVICES SALES	1,000	.83%
Total Revenue		100,000	82.52%

Expenditure	Description	Amount	Percentage of Sources
2000 Classified Salaries			
2210	FOOD SERVICE PERSONNEL	27,131	22.39%
2214	CUSTODIAN	5,547	4.58%
2304	BUSINESS MANAGER	6,501	5.36%
Total 2000		39,179	32.33%

3000 Employee Benefits			
3202	PERS - CLASSIFIED	10,598	8.75%
3312	SOCIAL SECURITY-CLASSIFIED	2,429	2.00%
3332	MEDICARE-CLASSIFIED	568	.47%
3502	ST UNEMPLOYMENT INS-CLASSIFD	20	.02%
3602	WORKER'S COMP-CLASSIFIED	1,118	.92%
Total 3000		14,733	12.16%

4000 Books and Supplies			
4310	MATERIALS & SUPPLIES	2,000	1.65%
4396	FOOD SERVICE SUPPLIES	1,500	1.24%
4400	EQUIPMENT	500	.41%
4710	FOOD	30,000	24.76%
Total 4000		34,000	28.06%

5000 Services			
5201	EMPLOYEE MILEAGE	1,000	.83%
5210	TRAVEL & CONFERENCES	250	.21%
5635	REPAIRS-EQUIPMENT	250	.21%
5800	CONTRACTED SERVICES	1,000	.83%
5884	LICENSE, PERMIT, USE FEE, TX	500	.41%
Total 5000		3,000	2.48%

7000 Other Outgo			
7330	INDIRECT COSTS INTERPROGRAM	2,600	2.15%
Total 7000		2,600	2.15%
Total Expenditure		93,512	77.17%

Starting Balance	21,181
+ Revenues	100,000
- Expenditures	93,512
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	27,669

Model BR25-05 24-25 CY Working

Fiscal Year 2024/25

Fund 10 REDWOOD COAST MONTESSORI

Resource 5310 CHILD NUTRITION-SCHOOL PROG

		Starting Balance	21,181
		+ Total Revenues	100,000
		= Total Sources	121,181
Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000	Classified Salaries	39,179	32.33%
3000	Employee Benefits	14,733	12.16%
4000	Books and Supplies	34,000	28.06%
5000	Services	3,000	2.48%
6000			%
7000	Other Outgo	2,600	2.15%
- Total Expenditures		93,512	77.17%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		27,669	22.83%

Model BR25-05 24-25 CY Working

Fiscal Year 2024/25

Fund 10 REDWOOD COAST MONTESSORI

Resource 5314 CHILD NUTRITION EQUIP GRANT

Revenue	Description	Amount	Percentage of Sources
8290	ALL OTHER FEDERAL REVENUES	3,374	10.00%
8295	ALL FEDERAL REV PRIOR YEAR	30,365	90.00%
Total Revenue		33,739	100.00%

Expenditure	Description	Amount	Percentage of Sources
4000 Books and Supplies			
4400	EQUIPMENT	10,909	32.33%
Total 4000		10,909	32.33%

Expenditure	Description	Amount	Percentage of Sources
6000 Capital Outlay			
6400	EQUIPMENT	22,830	67.67%
Total 6000		22,830	67.67%
Total Expenditure		33,739	100.00%

Starting Balance	0
+ Revenues	33,739
- Expenditures	33,739
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	33,739
= Total Sources	33,739

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000	Books and Supplies	10,909	32.33%
5000			%
6000	Capital Outlay	22,830	67.67%
7000			%
- Total Expenditures		33,739	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Expenditure	Description	Amount	Percentage of Sources
4000 Books and Supplies			
4710	FOOD	21,318	100.00%
Total 4000		21,318	100.00%
Total Expenditure		21,318	100.00%

Starting Balance	21,318
+ Revenues	0
- Expenditures	21,318
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	21,318
+ Total Revenues	0
= Total Sources	21,318

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000	Books and Supplies	21,318	100.00%
5000			%
6000			%
7000			%
- Total Expenditures		21,318	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Model BR25-05 24-25 CY Working

Fiscal Year 2024/25

Fund 10 REDWOOD COAST MONTESSORI

Resource 5467 Child Nutrition: Local Food

Revenue	Description	Amount	Percentage of Sources
8220	CHILD NUTRITION PROGRAMS	3,995	100.00%
Total Revenue		3,995	100.00%

Expenditure	Description	Amount	Percentage of Sources
4000 Books and Supplies			
4710	FOOD	3,995	100.00%
Total 4000		3,995	100.00%
Total Expenditure		3,995	100.00%

Starting Balance	0
+ Revenues	3,995
- Expenditures	3,995
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	3,995
= Total Sources	3,995

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000	Books and Supplies	3,995	100.00%
5000			%
6000			%
7000			%
- Total Expenditures		3,995	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Model BR25-05 24-25 CY Working

Fiscal Year 2024/25

Fund 10 REDWOOD COAST MONTESSORI

Resource 6030 CHARTER SCHL FACILITIES LEAS

Revenue	Description	Amount	Percentage of Sources
8590	ALL OTHER STATE REVENUES	172,285	100.00%
Total Revenue		172,285	100.00%

Expenditure	Description	Amount	Percentage of Sources
5000 Services			
5612	RENTALS AND LEASES-BUILDINGS	172,285	100.00%
Total 5000		172,285	100.00%
Total Expenditure		172,285	100.00%

Starting Balance	0
+ Revenues	172,285
- Expenditures	172,285
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	172,285
= Total Sources	172,285

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000			%
5000	Services	172,285	100.00%
6000			%
7000			%
- Total Expenditures		172,285	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Model BR25-05 24-25 CY Working

Fiscal Year 2024/25

Fund 10 REDWOOD COAST MONTESSORI

Resource 6053 PREK PLANNING & IMPL GRANT P

Revenue	Description	Amount	Percentage of Sources
8595	ALL OTHER STATE REV-PRIOR YR	15,150	100.00%
Total Revenue		15,150	100.00%

Expenditure	Description	Amount	Percentage of Sources
2000 Classified Salaries			
2100	CLASS INSTR AIDE SAL-REGULAR	2,290	15.12%
Total 2000		2,290	15.12%

3000 Employee Benefits			
3202	PERS - CLASSIFIED	619	4.09%
3312	SOCIAL SECURITY-CLASSIFIED	142	.94%
3332	MEDICARE-CLASSIFIED	33	.22%
3502	ST UNEMPLOYMENT INS-CLASSIFD	1	.01%
3602	WORKER'S COMP-CLASSIFIED	65	.43%
Total 3000		860	5.68%

4000 Books and Supplies			
4310	MATERIALS & SUPPLIES	10,000	66.01%
Total 4000		10,000	66.01%

5000 Services			
5800	CONTRACTED SERVICES	2,000	13.20%
Total 5000		2,000	13.20%
Total Expenditure		15,150	100.00%

Starting Balance	0
+ Revenues	15,150
- Expenditures	15,150
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	15,150
= Total Sources	15,150

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000	Classified Salaries	2,290	15.12%
3000	Employee Benefits	860	5.68%
4000	Books and Supplies	10,000	66.01%
5000	Services	2,000	13.20%
6000			%
7000			%
- Total Expenditures		15,150	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Expenditure	Description	Amount	Percentage of Sources
5000 Services			
5210	TRAVEL & CONFERENCES	10,000	38.23%
5800	CONTRACTED SERVICES	5,000	19.12%
Total 5000		15,000	57.35%
7000 Other Outgo			
7330	INDIRECT COSTS INTERPROGRAM	650	2.48%
Total 7000		650	2.48%
Total Expenditure		15,650	59.83%

Starting Balance	26,157
+ Revenues	0
- Expenditures	15,650
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	10,507

Starting Balance	26,157
+ Total Revenues	0
= Total Sources	26,157

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000			%
5000	Services	15,000	57.35%
6000			%
7000	Other Outgo	650	2.48%
- Total Expenditures		15,650	59.83%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		10,507	40.17%

Revenue	Description	Amount	Percentage of Sources
8560	STATE LOTTERY REVENUE	15,624	19.54%
Total Revenue		15,624	19.54%

Expenditure	Description	Amount	Percentage of Sources
4000 Books and Supplies			
4110	TEXTBOOKS	3,000	3.75%
4310	MATERIALS & SUPPLIES	24,000	30.02%
Total 4000		27,000	33.77%

5000 Services			
5884	LICENSE, PERMIT, USE FEE, TX	3,000	3.75%
Total 5000		3,000	3.75%
Total Expenditure		30,000	37.53%

Starting Balance	64,318
+ Revenues	15,624
- Expenditures	30,000
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	49,942

Starting Balance	64,318
+ Total Revenues	15,624
= Total Sources	79,942

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000	Books and Supplies	27,000	33.77%
5000	Services	3,000	3.75%
6000			%
7000			%
- Total Expenditures		30,000	37.53%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		49,942	62.47%

Revenue	Description	Amount	Percentage of Sources
8792	TRANS OF APPORTION FROM COE	234,635	63.46%
8989	CONTRIBUTION > SPECIAL ED	135,084	36.54%
Total Revenue		369,719	100.00%

Expenditure	Description	Amount	Percentage of Sources
1000 Certificated Salaries			
1104	SPECIAL ED TEACHER	76,377	20.66%
1200	CERT PUPIL SUPPORT SAL - REG	28,963	7.83%
Total 1000		105,340	28.49%

2000 Classified Salaries			
2103	CLASS INSTR AIDE SAL-SPEC ED	93,898	25.40%
Total 2000		93,898	25.40%

3000 Employee Benefits			
3101	STRS - CERTIFICATED	17,656	4.78%
3202	PERS - CLASSIFIED	25,399	6.87%
3312	SOCIAL SECURITY-CLASSIFIED	5,822	1.57%
3331	MEDICARE-CERTIFICATED	1,521	.41%
3332	MEDICARE-CLASSIFIED	1,362	.37%
3411	HEALTH & WELFARE BENEFITS-CRT	15,524	4.20%
3501	ST UNEMPLOYMENT INS-CERTIF	52	.01%
3502	ST UNEMPLOYMENT INS-CLASSIFD	47	.01%
3601	WORKER'S COMP-CERTIFICATED	2,993	.81%
3602	WORKER'S COMP-CLASSIFIED	2,680	.72%
Total 3000		73,056	19.76%

4000 Books and Supplies			
4310	MATERIALS & SUPPLIES	3,000	.81%
Total 4000		3,000	.81%

5000 Services			
5800	CONTRACTED SERVICES	24,000	6.49%
5819	OTHER INTER-LEA CONTRACTS	29,680	8.03%
5852	PERSONAL SERVICE	40,000	10.82%
Total 5000		93,680	25.34%

7000 Other Outgo			
7142	OTH TUITN, EXCESS CSTS> COE	745	.20%
Total 7000		745	.20%
Total Expenditure		369,719	100.00%

Starting Balance	0
+ Revenues	369,719
- Expenditures	369,719
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Model BR25-05 24-25 CY Working

Fiscal Year 2024/25

Fund 10 REDWOOD COAST MONTESSORI

Resource 6500 SPECIAL EDUCATION

		Starting Balance	0
		+ Total Revenues	369,719
		= Total Sources	369,719
Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Salaries	105,340	28.49%
2000	Classified Salaries	93,898	25.40%
3000	Employee Benefits	73,056	19.76%
4000	Books and Supplies	3,000	.81%
5000	Services	93,680	25.34%
6000			%
7000	Other Outgo	745	.20%
		- Total Expenditures	369,719
		- Total Budgeted Reserves and Fund Balance	0
		= Unappropriated Balance	0

Model BR25-05 24-25 CY Working

Fiscal Year 2024/25

Fund 10 REDWOOD COAST MONTESSORI

Resource 6546 Mental Health-Related Services

Revenue	Description	Amount	Percentage of Sources
8590	ALL OTHER STATE REVENUES	14,827	100.00%
Total Revenue		14,827	100.00%

Expenditure	Description	Amount	Percentage of Sources
5000 Services			
5100	SUBAGREEMENTS FOR SERVICES	14,827	100.00%
Total 5000		14,827	100.00%
Total Expenditure		14,827	100.00%

Starting Balance	0
+ Revenues	14,827
- Expenditures	14,827
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	14,827
= Total Sources	14,827

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000			%
5000	Services	14,827	100.00%
6000			%
7000			%
- Total Expenditures		14,827	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Expenditure	Description	Amount	Percentage of Sources
4000 Books and Supplies			
4310	MATERIALS & SUPPLIES	2,000	6.64%
Total 4000		2,000	6.64%
5000 Services			
5800	CONTRACTED SERVICES	10,000	33.20%
Total 5000		10,000	33.20%
6000 Capital Outlay			
6200	BLDGS & IMPROVEMENT OF BLDGS	3,000	9.96%
Total 6000		3,000	9.96%
Total Expenditure		15,000	49.79%

Starting Balance	30,124
+ Revenues	0
- Expenditures	15,000
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	15,124

Starting Balance	30,124
+ Total Revenues	0
= Total Sources	30,124

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000	Books and Supplies	2,000	6.64%
5000	Services	10,000	33.20%
6000	Capital Outlay	3,000	9.96%
7000			%
- Total Expenditures		15,000	49.79%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		15,124	50.21%

Revenue	Description	Amount	Percentage of Sources
8590	ALL OTHER STATE REVENUES	25,493	49.85%
Total Revenue		25,493	49.85%

Expenditure	Description	Amount	Percentage of Sources
1000 Certificated Salaries			
1100	TEACHERS SALARIES - REGULAR	19,991	39.09%
1102	MUSIC TEACHER	5,687	11.12%
Total 1000		25,678	50.21%

3000 Employee Benefits			
3101	STRS - CERTIFICATED	3,957	7.74%
3331	MEDICARE-CERTIFICATED	372	.73%
3501	ST UNEMPLOYMENT INS-CERTIF	13	.03%
3601	WORKER'S COMP-CERTIFICATED	733	1.43%
Total 3000		5,075	9.92%

4000 Books and Supplies			
4310	MATERIALS & SUPPLIES	10,000	19.55%
Total 4000		10,000	19.55%

5000 Services			
5800	CONTRACTED SERVICES	10,388	20.31%
Total 5000		10,388	20.31%
Total Expenditure		51,141	100.00%

Starting Balance	25,648
+ Revenues	25,493
- Expenditures	51,141
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	25,648
+ Total Revenues	25,493
= Total Sources	51,141

Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Salaries	25,678	50.21%
2000			%
3000	Employee Benefits	5,075	9.92%
4000	Books and Supplies	10,000	19.55%
5000	Services	10,388	20.31%
6000			%
7000			%
- Total Expenditures		51,141	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Expenditure	Description	Amount	Percentage of Sources
5000 Services			
5210	TRAVEL & CONFERENCES	5,000	5.90%
Total 5000		5,000	5.90%
6000 Capital Outlay			
6200	BLDGS & IMPROVEMENT OF BLDGS	29,752	35.10%
6400	EQUIPMENT	50,000	59.00%
Total 6000		79,752	94.10%
Total Expenditure		84,752	100.00%

Starting Balance	84,752
+ Revenues	0
- Expenditures	84,752
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	84,752
+ Total Revenues	0
= Total Sources	84,752

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000			%
5000	Services	5,000	5.90%
6000	Capital Outlay	79,752	94.10%
7000			%
- Total Expenditures		84,752	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Expenditure	Description	Amount	Percentage of Sources
2000 Classified Salaries			
2210	FOOD SERVICE PERSONNEL	4,538	8.88%
Total 2000		4,538	8.88%
3000 Employee Benefits			
3202	PERS - CLASSIFIED	1,228	2.40%
3312	SOCIAL SECURITY-CLASSIFIED	281	.55%
3332	MEDICARE-CLASSIFIED	66	.13%
3502	ST UNEMPLOYMENT INS-CLASSIFD	2	.00%
3602	WORKER'S COMP-CLASSIFIED	130	.25%
Total 3000		1,707	3.34%
4000 Books and Supplies			
4710	FOOD	44,850	87.78%
Total 4000		44,850	87.78%
Total Expenditure		51,095	100.00%

Starting Balance	51,095
+ Revenues	0
- Expenditures	51,095
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	51,095
+ Total Revenues	0
= Total Sources	51,095

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000	Classified Salaries	4,538	8.88%
3000	Employee Benefits	1,707	3.34%
4000	Books and Supplies	44,850	87.78%
5000			%
6000			%
7000			%
- Total Expenditures		51,095	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Model BR25-05 24-25 CY Working

Fiscal Year 2024/25

Fund 10 REDWOOD COAST MONTESSORI

Resource 7034 COMMERCIAL DISHWASHER GRA

Revenue	Description	Amount	Percentage of Sources
8520	CHILD NUTRITION	40,000	100.00%
Total Revenue		40,000	100.00%

Expenditure	Description	Amount	Percentage of Sources
6000 Capital Outlay			
6400	EQUIPMENT	40,000	100.00%
Total 6000		40,000	100.00%
Total Expenditure		40,000	100.00%

Starting Balance	0
+ Revenues	40,000
- Expenditures	40,000
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	40,000
= Total Sources	40,000

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000			%
5000			%
6000	Capital Outlay	40,000	100.00%
7000			%
- Total Expenditures		40,000	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Starting Balance	1,373
+ Revenues	0
- Expenditures	0
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	1,373

Starting Balance	1,373
+ Total Revenues	0
= Total Sources	1,373

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000			%
5000			%
6000			%
7000			%
	- Total Expenditures	0	.00%
	- Total Budgeted Reserves and Fund Balance	0	.00%
	= Unappropriated Balance	1,373	100.00%

Starting Balance	2,485
+ Revenues	0
- Expenditures	0
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	2,485

Starting Balance	2,485
+ Total Revenues	0
= Total Sources	2,485

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000			%
4000			%
5000			%
6000			%
7000			%
	- Total Expenditures	0	.00%
	- Total Budgeted Reserves and Fund Balance	0	.00%
	= Unappropriated Balance	2,485	100.00%

Expenditure	Description	Amount	Percentage of Sources
1000 Certificated Salaries			
1150	TEACHER SALARY - OTHER PAY	7,461	24.15%
Total 1000		7,461	24.15%
2000 Classified Salaries			
2130	CLASS INSTR AIDE-EXTRA ASSGN	9,792	31.69%
Total 2000		9,792	31.69%
3000 Employee Benefits			
3101	STRS - CERTIFICATED	1,425	4.61%
3202	PERS - CLASSIFIED	1,815	5.87%
3312	SOCIAL SECURITY-CLASSIFIED	607	1.96%
3331	MEDICARE-CERTIFICATED	108	.35%
3332	MEDICARE-CLASSIFIED	142	.46%
3501	ST UNEMPLOYMENT INS-CERTIF	4	.01%
3502	ST UNEMPLOYMENT INS-CLASSIFD	5	.02%
3601	WORKER'S COMP-CERTIFICATED	213	.69%
3602	WORKER'S COMP-CLASSIFIED	280	.91%
Total 3000		4,599	14.88%
Total Expenditure		21,852	70.72%

Starting Balance	30,899
+ Revenues	0
- Expenditures	21,852
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	9,047

Starting Balance	30,899
+ Total Revenues	0
= Total Sources	30,899

Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Salaries	7,461	24.15%
2000	Classified Salaries	9,792	31.69%
3000	Employee Benefits	4,599	14.88%
4000			%
5000			%
6000			%
7000			%
- Total Expenditures		21,852	70.72%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		9,047	29.28%

Model BR25-05 24-25 CY Working

Fiscal Year 2024/25

Fund 10 REDWOOD COAST MONTESSORI

Resource 7690 ON-BEHALF PENSION CONTRIBUT

Revenue	Description	Amount	Percentage of Sources
8590	ALL OTHER STATE REVENUES	96,331	100.00%
Total Revenue		96,331	100.00%

Expenditure	Description	Amount	Percentage of Sources
3000 Employee Benefits			
3101	STRS - CERTIFICATED	96,265	99.93%
3102	STRS - CLASSIFIED	66	.07%
Total 3000		96,331	100.00%
Total Expenditure		96,331	100.00%

Starting Balance	0
+ Revenues	96,331
- Expenditures	96,331
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	0
+ Total Revenues	96,331
= Total Sources	96,331

Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000			%
3000	Employee Benefits	96,331	100.00%
4000			%
5000			%
6000			%
7000			%
- Total Expenditures		96,331	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Expenditure	Description	Amount	Percentage of Sources
1000 Certificated Salaries			
1100	TEACHERS SALARIES - REGULAR	590	74.40%
Total 1000		590	74.40%
3000 Employee Benefits			
3101	STRS - CERTIFICATED	92	11.60%
3331	MEDICARE-CERTIFICATED	9	1.13%
3411	HEALTH & WELFARE BENEFITS-CRT	80	10.09%
3501	ST UNEMPLOYMENT INS-CERTIF	1	.13%
3601	WORKER'S COMP-CERTIFICATED	17	2.14%
Total 3000		199	25.09%
4000 Books and Supplies			
4310	MATERIALS & SUPPLIES	4	.50%
Total 4000		4	.50%
Total Expenditure		793	100.00%

Starting Balance	793
+ Revenues	0
- Expenditures	793
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	0

Starting Balance	793
+ Total Revenues	0
= Total Sources	793

Expenditure	Description	Amount	Percentage of Sources
1000	Certificated Salaries	590	74.40%
2000			%
3000	Employee Benefits	199	25.09%
4000	Books and Supplies	4	.50%
5000			%
6000			%
7000			%
- Total Expenditures		793	100.00%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		0	.00%

Revenue	Description	Amount	Percentage of Sources
8699	ALL OTHER LOCAL REVENUES	114,140	69.60%
Total Revenue		114,140	69.60%
Expenditure	Description	Amount	Percentage of Sources
2000 Classified Salaries			
2308	DIRECTOR	37,646	22.96%
2407	ASSISTANT	8,706	5.31%
2902	RECREATION WORKER	14,569	8.88%
Total 2000		60,921	37.15%
3000 Employee Benefits			
3202	PERS - CLASSIFIED	12,585	7.67%
3312	SOCIAL SECURITY-CLASSIFIED	3,773	2.30%
3332	MEDICARE-CLASSIFIED	882	.54%
3412	HEALTH & WELFARE BENEFITS-CLS	11,865	7.24%
3502	ST UNEMPLOYMENT INS-CLASSIFD	30	.02%
3602	WORKER'S COMP-CLASSIFIED	1,738	1.06%
Total 3000		30,873	18.83%
4000 Books and Supplies			
4310	MATERIALS & SUPPLIES	2,500	1.52%
Total 4000		2,500	1.52%
5000 Services			
5201	EMPLOYEE MILEAGE	1,000	.61%
5512	PROPANE	1,575	.96%
5612	RENTALS AND LEASES-BUILDINGS	7,390	4.51%
5800	CONTRACTED SERVICES	5,100	3.11%
5909	TELEPHONE/COMMUNICATIONS	454	.28%
5950	POSTAGE	100	.06%
Total 5000		15,619	9.52%
Total Expenditure		109,913	67.02%

Starting Balance	49,854
+ Revenues	114,140
- Expenditures	109,913
- Budgeted Reserves & Fund Bal	0
= Unappropriated Balance	54,081

Model BR25-05 24-25 CY Working

Fiscal Year 2024/25

Fund 10 REDWOOD COAST MONTESSORI

Resource 9032 CALFRESH GRANT-COUNTY OF H

		Starting Balance	49,854
		+ Total Revenues	114,140
		= Total Sources	163,994
Expenditure	Description	Amount	Percentage of Sources
1000		0	.00%
2000	Classified Salaries	60,921	37.15%
3000	Employee Benefits	30,873	18.83%
4000	Books and Supplies	2,500	1.52%
5000	Services	15,619	9.52%
6000			%
7000			%
- Total Expenditures		109,913	67.02%
- Total Budgeted Reserves and Fund Balance		0	.00%
= Unappropriated Balance		54,081	32.98%

RCM School Board



Agenda Item: E2
Form 700

Department/Program:
Business/Finance

Background Information:

The California Fair Political Practices Commission (FPPC) requires all elected and appointed officials and candidates listed in Government Code Section 87200 to submit a Statement of Economic Interests, also known as the Form 700. The Form 700 provides transparency and ensures accountability in two ways:

- 1). It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
- 2). It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.

Officers are required to annually submit a Form 700. The 2024/2025 Form 700 will be posted on the FPPC website in January. RCM administration will distribute it to all board members, with forms to be returned by March 14, 2025.

Recommendation:
Receive and discuss

Fiscal Implications:

The fine that may be imposed on an individual for any statement that is filed late is \$10 per day up to a maximum of \$100. Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

Contact Person:
Bryan Little

RCM School Board



Agenda Item: F1

Mandatory Ethics Training for Board Members

Department/Program:

Governance

Background Information:

Starting January 1, 2025, officials in school districts, county offices of education, and charter schools must complete ethics training at least once every two years. Assembly Bill (AB) 2158, signed into law by Governor Gavin Newsom in September 2022 amends California’s Government Code to mandate ethics training for relevant educational officials, in alignment with the existing “AB 1234 Training” requirement in place since 2006 for officials in cities, counties, and special districts. Expanding required ethics training to school officials reinforces the importance of ethical governance in California’s educational system and promotes transparency and integrity in the decision-making process.

At least three options exist for satisfying this requirement:

Online: Fair Political Practices Commission

In-person: School & College Legal Services (January 15th, 2025)

Online: Charter Schools Development Center

Recommendation:

Receive and discuss information

Fiscal Implications:

None

Contact Person:

Bryan Little



School & College Legal Services 2-Day Workshop

January 15-16, 2025 - 9am-4pm* - Sequoia Conference Center, Eureka
Audience: **Superintendents, Human Resources Professionals and School Site Administrators**

WEDNESDAY, JAN. 15

9am - Noon

Title IX

This training will cover the necessary steps for implementing the key aspects of Title IX pursuant to the 2024 regulations.

1 - 4pm

Student Discipline

This workshop is dedicated to assisting site administrators implement student discipline procedures with fidelity and defensibility.

***Bonus Session | 5-7pm**

AB 2158 Ethics Training for School Board Members

This training will meet the requirement of AB 2158 for all school board members to receive ethics training. Superintendents also welcome.



Danielle Houck



Kaitlyn Schwendeman

THURSDAY, JAN. 16

9am - Noon

Labor & Negotiations

This training focuses on the practical processes associated with labor negotiations, grievances, and other collective bargaining matters.

1 - 4pm

Leaves

This training will address the most common employee leave scenarios: intermittent sick leave, extended sick leave, and pregnancy.



Register for one or all sessions at hcoe.org/events/scls-ethics-2025



SCHOOL & COLLEGE LEGAL SERVICES
OF CALIFORNIA



RCM School Board



Agenda Item: F2

Services for Students with Disabilities, Section 504, and Individualized Education Program (IEP) Policy

Department/Program:

School wide

Background Information:

The California Department of Education (CDE) is required by the Individuals with Disabilities Education Act (IDEA) and *Code of Federal Regulations (CFR)*, Title 34 Section 300.600 to monitor student performance in special education programs operated by local educational agencies (LEAs).

Redwood Coast Montessori has been selected for the Special Education Cyclical Monitoring Self-Review for Small LEAs in Cycle B, beginning in fall 2024.

Cycle B 2024 LEAs must conduct a self-review of the following monitoring activities beginning in **2024**:

- Policies and Procedures Review (PPR)
- Practices, or Student Record Review (SSR)
- Assessment of Infrastructure (BASICS Tool)

Recommendation:

Approve updated policy

Fiscal Implications:

None

Contact Person:

Bryan Little

Redwood Coast Montessori

Services for Students with Disabilities, Section 504, and Individualized Education Program (IEP) Policy

General

Redwood Coast Montessori (“RCM” or the “Charter School”) desires to provide educational alternatives that afford students with mental or physical disabilities full educational opportunities. Students with disabilities shall receive a free appropriate public education and be placed in the least restrictive environment, which meets their needs to the extent provided by law.

The Charter School shall not discriminate on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender 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). [Ref. Education Code Section 47605(d)(1)]

The Charter School shall comply with all applicable State and Federal Laws in serving students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act (“Section 504”), Title II of the Americans with Disabilities Act of 2008 (“ADA”) and the Individuals with Disabilities in Education Improvement Act of 2004 (“IDEIA”).

The Charter School shall be solely responsible for its compliance with Section 504 of the ADA. The facilities to be utilized by the Charter School shall be accessible for all students with disabilities. The Charter School shall provide special education instruction and related services in accordance with the IDEIA, Education Code requirements, and applicable policies and practices of the SELPA.

The Charter School shall remain an independent LEA for purposes of special education and has joined the Humboldt-Del Norte Special Education Local Plan Area (“SELPA”) pursuant to Education Code Section 47641(a).

The Charter School shall comply with all state and federal laws related to the provision of special education instruction and related services and all SELPA policies and procedures, and shall utilize SELPA forms in seeking out and identifying and serving students who may qualify for special education programs and services and for responding to record requests and parent complaints, and maintaining the confidentiality of pupil records. The Charter School will participate in the state’s quality assurance process for special education (i.e., verification reviews, coordinated compliance self-reviews, complaints monitoring, procedural safeguards, and the local plan). The Charter School will participate in internal validation review.

Section 504 of the Rehabilitation Act

RCM recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program of the Charter School. Any student, who has an objectively identified disability, which substantially limits a major life activity including but not limited to learning, is eligible for accommodation by the Charter School.

A 504 team will include the Director of the Charter School, parents/guardians, the student (where

appropriate) and other qualified persons knowledgeable about the student, the meaning of the evaluation data, placement options, and accommodations. Together, the team will determine the student's eligibility for a 504 plan under ADA.

The school will review the student's existing records, including academic, social and behavioral records and assessing the student's disability. If the student has already been evaluated under the IDEIA but found ineligible for special education instruction or related services under the IDEIA, those evaluations may be used to help determine eligibility under Section 504. The student's 504 evaluation shall be carried out by the Charter School, which will evaluate the nature of the student's disability and the impact upon the student's education. This evaluation will include consideration of any disability that substantially interferes with any major life act including learning. The 504 team may also consider the following information in its evaluation:

- Tests and other evaluation materials that have been validated for the specific purpose for which they are used and are administered by trained personnel.
- Tests and other evaluation materials including those tailored to assess specific areas of educational need and not merely those, which are designed to provide a single general intelligence quotient.
- Tests are selected and administered to ensure that when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student's aptitude or achievement level or whatever factor the test purports to measure rather than reflecting the student's impaired sensory, manual or speaking skills.

The final determination of whether the student will or will not be identified as a person with a disability is made by the 504 team in writing and notice is given in writing to the parent or guardian of the student in their primary language along with the procedural safeguards available to them. If during the evaluation, the 504 team obtains information indicating possible eligibility of the student for special education per the IDEIA, a referral for assessment under the IDEIA will be made by the 504 team. If the student is found by the 504 team to have a disability under Section 504, the 504 team shall be responsible for determining what, if any, accommodations or services are needed to ensure that the student receives a free and appropriate public education ("FAPE"). In developing the 504 Plan, the 504 team shall consider all relevant information utilized during the evaluation of the student, drawing upon a variety of sources, including, but not limited to, assessments conducted by the Charter School's professional staff.

The 504 Plan shall describe the Section 504 disability and any program accommodations, modifications or services that may be necessary.

All 504 team participants, parents, guardians, teachers and any other participants in the student's education, including substitutes and tutors, must have a copy of each student's 504 Plan. The site administrator will ensure that teachers include 504 Plans with lesson plans for short-term substitutes and that he/she review the 504 Plan with a long-term substitute.

A copy of the 504 Plan shall be maintained in the student's file. Each student's 504 Plan will be reviewed at least once per year to determine the appropriateness of the Plan, needed modifications to the plan, and continued eligibility. The student will be reassessed every three years to determine eligibility for a 504 plan.

Services for Students under the “IDEIA”

The Charter School shall provide special education instruction and related services in accordance with the IDEIA, Education Code requirements, and applicable policies and practices of the SELPA. The Charter School will provide services for special education students enrolled in the Charter School. The Charter School will follow SELPA policies and procedures, shall utilize SELPA forms in seeking out, identifying and serving students who may qualify for special education programs and services; for responding to record requests and parent complaints; and maintaining the confidentiality of pupil records. The Charter School agrees to promptly respond to SELPA inquiries, to comply with reasonable SELPA directives, and to allow SELPA access to Charter School students, staff, facilities, equipment and records as required to fulfill all obligations under this Agreement or imposed by law.

Staffing

All special education services at the Charter School will be delivered by individuals or agencies qualified to provide special education services as required by the California Education Code and the IDEIA. Charter School staff shall participate in SELPA in-service training relating to special education.

The Charter School will be responsible for the hiring, training, and the employment of site staff necessary to provide special education services to its students, including, without limitation, special education teachers, paraprofessionals, and resource specialists. The Charter School shall ensure that all special education staff hired or contracted by the Charter School is qualified pursuant to SELPA policies, as well as meet all legal requirements. The Charter School shall be responsible for the hiring, training, and employment of itinerant staff necessary to provide special education services to Charter School students, including, without limitation, speech therapists, occupational therapists, behavioral therapists, and psychologists. Documentation related to the qualifications of all service providers will be reviewed and maintained by the Charter School.

Notification, Coordination, and Procedural Safeguards

The Charter School shall follow SELPA policies as they apply to all SELPA schools for responding to implementation of special education services. The Charter School will adopt and implement policies relating to all special education issues and referrals.

The Charter School desires to protect the rights of students with disabilities in accordance with the procedural safeguards set forth in state and federal law. Parents/guardians shall receive written notice of their rights in accordance with law, Board policy, and administrative regulation.

The School Director or designee shall represent the charter school in any due process hearing conducted with regard to Charter School students, and shall inform the Board about the result of the hearing.

The School Director or designee shall address a complaint concerning compliance with state or federal law regarding special education in accordance with the Charter School's uniform complaint procedures.

In providing services to students with disabilities under Section 504, the School Director or designee shall ensure Charter School compliance with law, including providing the students and their parents/guardians with applicable procedural safeguards and required notifications.

Any dispute as to the identification, evaluation, or placement of any student with a disability shall be resolved in accordance with the processes specified in the "Procedural Safeguards" section of the accompanying administrative regulations (cf. AR 6174 Section 504 Education Administration Policy; AR 6159.1 Procedural Safeguards And Complaints For Special Education)

Parent/Guardian Participation and Other Rights

The School Director or designee shall take steps to ensure that one or both of the parents/guardians of the student with a disability are present at each IEP team meeting or are afforded the opportunity to participate. These steps shall include notifying the parents/guardians of the meeting early enough to ensure that they will have the opportunity to attend and scheduling the meeting at a mutually agreed upon time and place. (Education Code 56341.5; 34 CFR 300.322)

The School Director or designee shall send parents/guardians notices of IEP team meetings that: (Education Code 56341.5; 34 CFR 300.322)

1. Indicate the purpose, time, and location of the meeting
2. Indicate who will be in attendance at the meeting
3. Inform them of:
 - a. Their right to bring to the meeting other individuals who have knowledge or special expertise about the student, pursuant to Education Code 56341(b)(6)
 - b. The provision of Education Code 56341(i) relating to the participation of the Infant and Toddlers with Disabilities Coordinator at the initial IEP team meeting, if the student was previously served under Early Education for Individuals with Exceptional Needs (Education Code 56425-56432) or the California Early Intervention Services Act (Government Code 95000-95004)

In addition, when the IEP team meeting is to consider the development, review, or revision of the IEP of a student with a disability who is 16 years of age or older, or younger than 16 if deemed appropriate by the IEP team, the School Director or designee's notice to the student's parents/guardians shall include the following: (Education Code 56341.5)

1. An indication that a purpose of the meeting will be the consideration of postsecondary goals and transition services for the student pursuant to Education Code 56345.1, 20 USC 1414(d)(1)(A)(i)(VIII), and 34 CFR 300.320(b)
2. An indication that the student is invited to the IEP team meeting
3. Identification of any other agency that will be invited to send a representative

At each IEP team meeting convened by the Charter School, the Charter School administrator or specialist on the team shall inform the parent/guardian and student of the federal and state procedural safeguards included in the notice of parental rights provided pursuant to Education Code 56321. (Education Code 56500.1)

The parent/guardian shall have the right and opportunity to examine all of his/her child's school records upon request, before any IEP meeting, and in connection with any hearing or resolution session on matters affecting his/her child, including, but not limited to, initial formal assessment, procedural safeguards, and due process. Upon receipt of an oral or written request, the School Director or designee shall provide complete copies of the records within five business days. (Education Code 56043, 56504)

The parent/guardian shall have the right to present information to the IEP team in person or through

a representative and the right to participate in meetings that relate to eligibility for special education and related services, recommendations, and program planning. (Education Code 56341.1)

If neither parent/guardian can attend the meeting, the School Director or designee shall use other methods to ensure parent/guardian participation, including video conferences or individual or conference telephone calls. (Education Code 56341.5; 20 USC 1414(f); 34 CFR 300.322)

An IEP team meeting may be conducted without a parent/guardian in attendance if the School Director or designee is unable to convince the parent/guardian that he/she should attend. In such a case, the School Director or designee shall maintain a record of the attempts to arrange a mutually agreed upon time and place for the meeting, including: (Education Code 56341.5; 34 CFR 300.322)

1. Detailed records of telephone calls made or attempted and the results of those calls
2. Copies of correspondence sent to the parent/guardian and any responses received
3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits

The School Director or designee shall take any action necessary to ensure that the parents/guardians understand the proceedings of the meeting, including arranging for an interpreter for parents/guardians with deafness or whose native language is not English. (Education Code 56341.5; 34 CFR 300.322)

The School Director or designee shall give the parents/guardians of a student with a disability a copy of his/her child's IEP at no cost. (Education Code 56341.5; 34 CFR 300.322)

Identification and Referral

The Charter School shall have the responsibility to identify, refer, and work cooperatively in locating RCM students who have or may have exceptional needs that qualify them to receive special education services. The Charter School will implement SELPA policies and procedures to ensure timely identification and referral of students who have, or may have, such exceptional needs. A pupil shall be referred for special education only after the resources of the regular education program have been considered, and where appropriate, utilized.

The Charter School will follow SELPA child-find procedures to identify all students who may require assessment to consider special education eligibility and special education and related services in the case that general education interventions do not provide a free appropriate public education to the student in question.

Assessments and Evaluations

The term "assessments" shall have the same meaning as the term "evaluation" in the IDEIA, as provided in Section 1414, Title 20 of the United States Code. RCM will determine what assessments, if any, are necessary and arrange for such assessments for referred or eligible students in accordance with applicable law. RCM shall obtain parent/guardian consent to assess Charter School students.

When making a determination of eligibility for special education and related services, the Charter School shall not determine that a student is disabled if the primary factor for such determination is a lack of appropriate instruction in reading, including the essential components of reading instruction pursuant to 20 USC 6368, lack of instruction in mathematics, limited English proficiency, or that the student does not otherwise meet the eligibility criteria. (Education Code 56329; 34 CFR

300.306)

The Charter School's evaluation shall not use any single measure or assessment as the sole criterion for determining whether a student is a student with a disability and for determining the appropriate educational program for the student. The assessment shall use technically sound instruments that may assess the relative contribution of cognitive and behavioral factors in addition to physical or developmental factors. (34 CFR 300.304)

The Charter School shall also ensure that assessments and other evaluation materials provide relevant information that assists in determining the student's educational needs and are: (Education Code 56320; 34 CFR 300.304).

1. Selected and administered so as not to be discriminatory on a racial, cultural, or sexual basis
2. Provided and administered in the language and form most likely to yield accurate information on what the student knows and can do academically, developmentally, and functionally, unless it is clearly not feasible to so provide or administer
3. Used for the purposes for which the assessments or measures are valid and reliable
4. Administered by trained and knowledgeable personnel
5. Administered in accordance with any instructions provided by the producer of the assessments
6. Tailored to assess specific areas of educational need and not merely designed to provide a single general intelligence quotient
7. If administered to a student with impaired sensory, manual, or speaking skills, selected and administered to best ensure that the results accurately reflect the student's aptitude or achievement level or whatever other factors the test purports to measure

IEP Meetings

RCM shall arrange and notice the necessary IEP meetings. IEP team membership shall be in compliance with state and federal law. The Charter School shall be responsible for having the following individuals in attendance at the IEP meetings: the Director of the Charter School and/or the Charter School designated representative with appropriate administrative authority as required by the IDEIA; the student's special education teacher; the student's general education teacher if the student is or may be in a regular education classroom; the student, if appropriate; and other Charter School representatives who are knowledgeable about the regular education program at the Charter School and/or about the student. The Charter School shall arrange for the attendance or participation of all other necessary staff that may include, but are not limited to, an appropriate administrator to comply with the requirements of the IDEIA, a speech therapist, psychologist, resource specialist, and behavior specialist. A school-designated person shall document the IEP meeting and provide notice of parental rights.

IEP Development

The Charter School understands that the decisions regarding eligibility, goals/objectives, program, services, placement, and exit from special education shall be the decision of the IEP team, pursuant to the IEP process. Programs, services and placements shall be provided to all eligible Charter School students in accordance with the policies, procedures and requirements of the SELPA and State and Federal law.

IEP Implementation

The Charter School shall be responsible for all school site implementation of the IEP. As part of this responsibility, the Charter School shall provide parents with timely reports on the student's progress as provided in the student's IEP. The Charter School shall provide all information exchange. The Charter School shall also be responsible for providing all curriculum, classroom materials, classroom modifications, and assistive technology.

Interim and Initial Placements of New Charter School Students

The Charter School shall comply with Education Code Section 56325 with regard to students transferring into the Charter School within the academic school year. In accordance with Education Code Section 56325(a)(1), students who enroll in the Charter School from another school district outside of the SELPA with a current IEP within that same academic year, the Charter School shall provide the pupil with a free appropriate public education, including services comparable to those described in the previously approved IEP, in consultation with the parent, for a period not to exceed thirty (30) days, by which time Charter School shall adopt the previously approved IEP or shall develop, adopt, and implement a new IEP that is consistent with federal and state law.

In accordance with Education Code Section 56325(a)(2), in the case of an individual with exceptional needs who has an IEP and transfers into the Charter School from a district operated program under the same special education local plan area of the Charter School within the same academic year, the Charter School shall continue, without delay, to provide services comparable to those described in the existing approved IEP, unless the parent and the Charter School agree to develop, adopt, and implement a new IEP that is consistent with federal and state law.

For students transferring to the Charter School with an IEP from outside of California during the same academic year, the Charter School shall provide the pupil with a free appropriate public education, including services comparable to those described in the previously approved IEP in consultation with the parents, until the Charter School conducts an assessment pursuant to paragraph (1) of subsection (a) of Section 1414 of Title 20 of the United States Code, if determined to be necessary by the Charter School, and develops a new IEP, if appropriate that is consistent with federal and state law.

Non-Public Placements/Non-Public Agencies

The Charter School shall be solely responsible for selecting, contracting with, and overseeing all non-public schools and non-public agencies used to serve special education students.

Non-discrimination

It is understood and agreed that all children will have access to the Charter School and no student shall be denied admission to the Charter School due to the nature, extent, or severity of his/her disability or due to the student's request for, or actual need for, special education services.

Parent/Guardian Concerns and Complaints

RCM has a complaint procedure. Parents may also make appeals to the SELPA Director.

Due Process Hearings

The Charter School may initiate a due process hearing or request for mediation with respect to a student enrolled in Charter School if it determines such action is legally necessary or advisable. In the event that the parents/guardians file for a due process hearing, or request mediation, the Charter School shall defend the case.

PLAN FOR STUDENTS WHO ARE ACADEMICALLY LOW-ACHIEVING

Introduction

RCM responds to the personal and academic needs of each child, identifies and serves those who are academically low achieving. RCM has developed a plan for low academic achievers that is modeled after the Response to Intervention (“RTI”) framework. Our goal is to meet the needs of all our students through the use of a three-tiered system of support.

Tier I: Prevention:

Tier I includes high quality classroom instruction delivered by qualified teachers, and regular assessments of all students to monitor their progress toward reaching grade level benchmarks. Teachers are trained to address different learning styles of their students.

Tier II: Identification and Selected Interventions Identification:

In order to identify students who are not achieving at or above expected grade level, students falling below the class average on varied general education assessments are studied to determine if performance was at or below their potential, taking into account the timing of particular subject matter in RCM’s curriculum and the age of the child. Beyond academic performance, teachers look for other signals of need as we recognize that there are many factors that affect a student's performance.

Selected Interventions: Selected interventions are implemented by teachers for students identified as achieving below average grade level expectations. Interventions may include, but are not limited to, any of the following:

- Utilizing other teachers for collaborative, individual or small group instruction
- Utilizing parent volunteers for individual or small group instruction
- Peer support with older students, e.g. “reading buddies”
- Individualized or differentiated math, writing, reading, and spelling approaches
- Increased movement/sensory integration activities
- Accommodations in class work, extra lessons, or extended learning opportunities
- Additional parent /teacher communication or partnerships

Tier III: Student Study Team:

The Student Study Team (SST) explores concrete and possible avenues to support the individual child’s needs. Strengths and concerns regarding individual children are brought to the attention of the teacher, parent, school administrator and other stakeholders currently working with the child. The team develops strategies to help support the learning needs of the child. After trying accommodations to the child’s learning, there may be the recommendation of an evaluation that may lead to the creating of an IEP as described in the Special Education section in this charter.

Student Study Team (SST) meetings are referred by the parent, teacher or administration for those students with significant behavioral or academic issues

SST Meeting Goal: To identify and support all students in their academic needs

Tools for Early identification:

- Classroom observation
- Recess/ASC observation
- Benchmark assessments
- Work samples
- CAASPP test results

Typical Team Members for SST

- Parent
- Student
- Student's Supervising Teacher
- Admin
- Resource Specialist
- other staff or specialists as needed

Process for SST Meetings

Preparation:

- Student is referred for an SST by teacher, parent, or admin
- Admin and Supervising Teacher determine who to invite
- Admin schedules meeting with team member for SST

First Meeting

- Team meets to discuss concerns and support
- Specific strategies and goals are created
- Intervention(s) are listed identifying who does what in order to reach the goals
- The SST team makes a preliminary decision on how to measure progress
- Date and time are set for the second/ follow up meeting
- Meeting notes are distributed to all team members and placed in cum file

Second Meeting

- Meet with members from first SST meeting
- Possibly invite additional team members or get a written consultation from other staff
- Discuss the student's progress given the recommended intervention(s) and document results
- Add new interventions if appropriate
- Discuss need for ongoing accommodations and modifications
- Make determination if student needs to be referred for special education assessment
- Meeting notes distributed to all team members and placed in cum file

RCM School Board



Agenda Item: F3
Independent Study Policy Update

Department/Program:
School wide

Background Information:

Governor Gavin Newsom signed the education omnibus budget trailer bill, Senate Bill (SB) 153, into law on June 29, 2024. With passage of SB 153, all LEAs are required to update their independent study policy.

SB 153 made three major changes to independent study:

- The three-day minimum duration for school districts and county offices of education to claim independent study average daily attendance (ADA) has been repealed.
- Written agreements for short-term independent study, now defined as 15 or fewer school days, may be signed at any point during the school year. Long-term independent study is now defined as 16 days or longer and written agreements for long-term independent study are still required to be signed prior to the commencement of independent study participation.
- The definitions of eligible evidence of student work products for asynchronous instruction have also been expanded to include work completed on online or computer-based instructional platforms.

Recommendation:
Approve updated policy

Fiscal Implications:
None

Contact Person:
Bryan Little

Redwood Coast Montessori Independent Study Policy

The Governing Board authorizes independent study as an optional alternative instructional strategy for students whose needs may be best met through study outside of the regular classroom setting. Independent study shall offer a means of individualizing the educational plan to serve students who desire a more challenging educational experience, whose health or other personal circumstances make classroom attendance difficult, who are unable to access course(s) due to scheduling problems, and/or who need to make up credits or fill gaps in their learning. As necessary to meet student needs, independent study may be offered on a full-time basis or on a part-time basis in conjunction with part- or full-time classroom study.

A student's participation in independent study shall be voluntary. (Education Code 51747, 51749.5)

Independent study for each student shall be under the general supervision of a school employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300. Students' independent study shall be coordinated, evaluated, and documented, as prescribed by law and reflected in the accompanying administrative regulation. (Education Code 51747.5)

General Independent Study Requirements

For the **2024-25 school year and thereafter**, the Director or designee may continue to offer and approve independent study for an individual student upon determining that the student is prepared to meet the school's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

In the event of an emergency independent study will be offered in the following way:

If instruction or services, or both, cannot be provided to the pupil either at the school or in person for more than 10 school days due to emergency conditions caused by fire, flood, impassable roads, epidemic, earthquake, imminent major safety hazard as determined by local law enforcement, a transportation services strike by non-school entity, or other official order issued to meet a state of emergency or war, instruction will be provided by one or more of the means stated below in light of the emergency circumstances, District policy, and Education Code (ED) 46393 (material decrease), 41422 (school closure), or 51745 (establishing master agreements in a reasonable amount of time).

- Teacher-posted lessons, asynchronous
- Virtual class meetings, synchronous
- Personalized learning tools (virtual or paper packets, as available)
- Scheduled teacher appointments (virtual or in-person as available)
- Scheduled email check-ins (parent or student)
- Virtual office hours

School will reopen for in-person instruction as soon as possible unless prohibited under the direction of the local or state health officer. The emergency plan will establish master agreements in a reasonable amount of time based on emergency circumstance.

Independent Study

The minimum instructional minutes shall be the same for all students including students participating in independent study, except as otherwise permitted by law. (Education Code 46100)

Because excessive leniency in the duration of independent study assignments may result in a student falling behind peers and increase the risk of dropping out of school, independent study assignments shall be completed no more than one week after assigned for all grade levels and types of program. However, when necessary based on the specific circumstances of the student's approved program, the Director or designee may allow for a longer period of time between the date an assignment is made and when it is due, up to the termination date of the agreement.

An evaluation shall be conducted to determine whether it is in a student's best interest to remain in independent study whenever the student fails to make satisfactory educational progress and/or misses three assignments. Satisfactory educational progress shall be determined based on all of the following indicators: (Education Code 51747)

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060
2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher
5. The Director or designee shall retain a physical or electronic copy of all documentation of findings for at least three years from the date of evaluation.

The Director or designee shall ensure that students participating in independent study are provided with content aligned to grade level standards at a level of quality and intellectual challenge substantially equivalent to in-person instruction. For high schools, this shall include access to all courses offered by the school for graduation and approved by the University of California or the California State University as creditable under the A-G admissions criteria. (Education Code 51747)

The Director or designee shall ensure that students participating in independent study for 16 school days or more receive the following throughout the school year: (Education Code 51747)

1. For students in grades transitional kindergarten, kindergarten, and grades 1 to 3, opportunities for daily synchronous instruction
2. For students in grades 4-8, opportunities for both daily live interaction and at least weekly synchronous instruction
3. For students in grades 9-12, opportunities for at least weekly synchronous instruction

Tiered Re-engagement

The Director or designee shall ensure that procedures for tiered reengagement strategies are used for all students who are not generating attendance for more than three school days or 60 percent of the instructional days in a school week, or who are in violation of their written agreement. This

requirement only applies to students participating in an independent study program for 15 school days or more. The procedures shall include, but are not necessarily limited to, all of the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the absence or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary
4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Director or designee shall develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously and in no case later than five instructional days. This requirement only applies to students participating in an independent study program for 16 school days or more. (Education Code 51747)

The Director or designee shall ensure that a written master agreement exists for each participating student as prescribed by law. (Education Code 51747, 51749.5)

Upon the request of the parent/guardian of a student, before making a decision about enrolling or disenrolling in independent study and entering into a written agreement to do so, the school shall conduct a telephone, videoconference, or in-person student-parent-educator conference or other meeting during which the student, parent/guardian, or their advocate may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the student in independent study. (Education Code 51747)

Master Agreement

A written agreement shall be developed and implemented for each student participating in independent study. (Education Code 46300, 51747; 5 CCR 11703)

For student participation for 16 school days or more, a signed written agreement shall be obtained before the student begins independent study. For a student participating in an independent study program that is scheduled for 15 or fewer school days, each written agreement shall be signed during the school year in which the independent study takes place by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable.

The agreement shall include general student data, including the student's name, address, grade level, birth date, school of enrollment, and program placement.

The independent study agreement for each participating student also shall include, but are not limited to, all of the following: (Education Code 51747; 5 CCR 11700, 11702)

1. The frequency, time, place and manner for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian

regarding the student's academic progress

2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement, with a maximum of one school year
6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
8. A statement that independent study is an optional educational alternative in which no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction

Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education (CDE). (Education Code 51747)

The student's or parent/guardian's signature shall constitute permission for the student to receive instruction through independent study. (Education Code 51749.6)

The Director or designee shall retain a physical or electronic copy of the signed learning agreement for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

Student-Parent-Educator Conferences

A student-parent-educator conference shall be held as appropriate including, but not limited to, as a reengagement strategy and/or if requested by a parent/guardian prior to enrollment or disenrollment from independent study. (Education Code 51745.5, 51747, 51749.5)

Records for Audit Purposes

The Director or designee shall ensure that records are maintained for audit purposes. These records shall include, but not be limited to: (Education Code 51748; 5 CCR 11703)

1. A copy of the Board policy, administrative regulation, and other procedures related to independent study
2. A listing of the students, by grade level, program, and school, who have participated in independent study, along with the units of the curriculum attempted and completed by students in grades K-8 and the course credits attempted by and awarded to students in grades 9-12 and adult education
3. A file of all agreements, with representative samples of each student's work products bearing the supervising teacher's notations indicating that the teacher has personally evaluated the work or personally reviewed the evaluations made by another certificated teacher
4. As appropriate to the program in which the students are participating, a daily or hourly attendance register that is separate from classroom attendance records, maintained on a current basis as time values of student work products judged by a certificated teacher, and reviewed by the supervising teacher if they are two different persons
5. Appropriate documentation of compliance with the teacher-student ratios required by Education Code 51745.6 and 51749.5 (Education Code 51745.6 and 51749.5)
6. Appropriate documentation of compliance with the requirements pursuant to Education Code 51747.5 to ensure the coordination, evaluation, and supervision of the independent study of each student by a school employee who possesses a valid certification document pursuant to Education Code 44865 or an emergency credential pursuant to Education Code 44300 (Education Code 51747.5)

The school shall document each student's participation in live interaction and synchronous instruction pursuant to Education Code 51747 on each school day, as applicable, in whole or in part, for which independent study is provided. A student who does not participate in independent study on a school day shall be documented as nonparticipatory for that school day. (Education Code 51747.5)

The Director or designee also shall maintain a written or computer-based record such as a grade book or summary document of student engagement, for each class, of all grades, assignments, and assessments for each student for independent study assignments. (Education Code 51747.5)

The signed, dated agreement, any supplemental agreement, assignment records, work samples, and attendance records may be maintained on file electronically. (Education Code 51747)

Program Evaluation

The Director or designee shall annually report to the Board the number of school students participating in independent study, the average daily attendance generated for apportionment purposes, student performance as measured by standard indicators and in comparison to students in classroom-based instruction, and the number and proportion of independent study students who graduate or successfully complete independent study. Based on the program evaluation, the Board and Director shall determine areas for program improvement as needed.

Redwood Coast Montessori

Short-Term (<16 days) Independent Study Contract

Name: _____	DOB: _____	Grade: _____
Address: _____	City: _____	Zip: _____
Contract Dates		
Begin date _____	End date: _____	Duration of Agreement: _____

Conditions of the Independent Study agreement:

- **Voluntary:** We understand that independent study is an optional educational alternative that students voluntarily select, including students covered under California *Education Code* sections 48915 and 48917. All students who choose independent study must be offered the alternative of classroom instruction, and they must have the continuing option of returning to the classroom.

- **Methods of Study:** These methods may include paper or virtual assignments, lectures, videos, simulcasting, interactive curriculum, and other types of instruction. Students must create a tangible work product to which their teacher must assign a time value. In the case of lectures, videos, simulcasting, and other methods that do not lend themselves to a tangible work product, students may create notes, write summaries of what they learned, complete a quiz or project related to the instruction, produce an audio or video recording, or complete other related assignments that allow for the time value of a student’s effort during or resulting from the instruction to be counted. The time value of a student’s effort can be ascertained by the teacher’s documentation.

- **Methods of Evaluation:** May include, but are not limited to, completed work samples, projects, and/or other alternative assignments selected by the teacher.

- **Grading Expectations:** Teachers will evaluate submitted work and assign a grade and/or credit **no later than one week** after the return of the student to in-person instruction. Grades will be entered only after the student has turned in their independent study assignments.

Subject(s)	Assignment Given	Instructional Materials	Time Value of Assignment in hours or fractions of hours
ELA			
Math			
Science			
Social Science			

Other			
Other			
Other			

Equitable Provision of Resources and Services: The Independent Study option is to be substantially equivalent in quality and quantity to classroom instruction. Students who are placed in Independent Study are to have equality of rights and privileges with the same access to existing services and resources as students in the regular school program.

Students will have access to necessary technology including a Chromebook. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and to complete the assigned work.

Academic and Other Supports: Support will be provided to meet the academic or other needs of the student which may include but is not limited to: academic support, English language development, exceptional needs/504 Plan, individualized education program (I.E.P.), foster/homeless, social-emotional/mental health or other needs.

Agreement:

- We have read and understand the terms of this agreement, and agree to all the provisions set forth.

Student: _____ Date: _____

Parent/Guardian/Caregiver: _____ Date: _____

Supervising Teacher: _____ Date: _____

Other Assisting Person(s): _____ Date: _____

Redwood Coast Montessori

Master Agreement for Long Term (>15 days) Independent Study (Must be signed prior to the start of Independent Study)

Student Name: _____

Agreement Duration: _____

Beginning Date: _____ End Date: _____

City/Location: _____

Date of Birth: _____ Grade Level: _____

Email: _____

Phone Number: _____

2nd Phone Number: _____

Conditions of the Independent Study agreement:

- **Voluntary:** We understand that independent study is an optional educational alternative that students voluntarily select, including students covered under California *Education Code* sections 48915 and 48917. All students who choose independent study must be offered the alternative of classroom instruction, and they must have the continuing option of returning to the classroom.
- **Methods of Study:** These methods may include paper or virtual assignments, lectures, videos, simulcasting, interactive curriculum, and other types of instruction. Students must create a tangible work product to which their teacher must assign a time value. In the case of lectures, videos, simulcasting, and other methods that do not lend themselves to a tangible work product, students may create notes, write summaries of what they learned, complete a quiz or project related to the instruction, produce an audio or video recording, or complete other related assignments that allow for the time value of a student's effort during or resulting from the instruction to be counted. The time value of a student's effort can be ascertained by the teacher's documentation.
- **Methods of Evaluation:** May include, but are not limited to, completed work samples, projects, and/or other alternative assignments selected by the teacher.

Reporting: We understand that students are required to submit work to their teacher(s) as scheduled.

Manner of Submitting Work: _____ Frequency: _____

Day: _____ Time: _____ Place: _____

Assignments: We understand that, according to school policy, the maximum length of time allowed between the assignment and the date the assignment is due is _____. After three (3) missed assignments, an evaluation will be made to determine whether Independent Study is an appropriate strategy for this student. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record.

Academic Progress: We understand that teachers are required to report and communicate the student's academic progress. If the student falls below the level of satisfactory educational progress noted below, an evaluation will be conducted to determine whether the student should remain in independent study or return to the regular school program.

Manner of Reporting Progress: _____ Time: _____ Frequency: _____ Place: _____

Subject(s)	Assignment Given	Instructional Materials	Time Value of Assignment in hours or fractions of hours
ELA			
Math			
Science			
Social Science			
Other			
Other			
Other			

Equitable Provision of Resources and Services: The Independent Study option is to be substantially equivalent in quality and quantity to classroom instruction. Students who are placed in Independent Study are to have equality of rights and privileges with the same access to existing services and resources as students in the regular school program.

Students will have access to necessary technology including a Chromebook. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and to complete the assigned work.

Academic and Other Supports: Support will be provided to meet the academic or other needs of the student which may include but is not limited to: academic support, English language development, exceptional needs/504 Plan, individualized education program (I.E.P.), foster/homeless, social-emotional/mental health or other needs.

Agreement:

We have read and understand the terms of this agreement, and agree to all the provisions set forth.

Student: _____ Date: _____

Parent/Guardian/Caregiver: _____ Date: _____

Supervising Teacher: _____ Date: _____

Other Assisting Person(s): _____ Date: _____

RCM School Board



Agenda Item:

ADA Field Trip Communication

Department/Program:

Arcata Campus

Background Information:

The School Board received information from a parent with concerns regarding parent/guardian accessibility in regards to a fall class camping field trip that took place at an established camping area in the Trinity Alps at an elevation of 3,240 ft.

Recommendation:

Receive information and discuss as needed. Given this field trip was organized as an educational and social emotional learning experience for the students and was not intended as a family or parent/guardian event no action is recommended.

Fiscal Implications:

None

Contact Person:

Bryan Little