

Redwood Coast Montessori
Board of Directors
793 K Street, Arcata, CA 95521 (Room 5)

Zoom Meeting Link:

<https://us06web.zoom.us/j/85082059133?pwd=iT6gC2XcVr8PYuMp5jpQQaHmiGHRyD.1>

REGULAR MEETING

October 8, 2025 6:30 p.m.

AGENDA

A. CALL TO ORDER OF OPEN SESSION

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

C. PUBLIC COMMENT

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

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


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

1. Approval of Draft Minutes of  Board Meeting Minutes Sept 13 2025.pdf
3. Approval of new hires (certificated)
 - a. None
4. Approval of new hires (classified)
 - a.  Justin Notter Cafeteria_Kitchen Assistant Employment Agreement - Google Docs...
[Cook/Kitchen Assistant](#)
 - B.  Orion Molaro Cook Offer of Employment Contract 25 26.pdf
[Cook/Kitchen Assistant](#)
5. Approval of Resignation:
 - C. Tamara Adams- [Cook/Kitchen Assistant](#)

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

1. Census Day- October 1, 2025: Discussion Only

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

1. William's Settlement Review 2025  Williams Settlement Review 2025-26 Documents
Staff from Humboldt County Office of Education did a walk through of both the Manila campus and the Arcata campus. They will provide us with a written report that outlines their findings.

The report has not been completed by HCOE at this time.

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

1. Staff Report :

Michelle Leonard:

Janean Weekly-Embree:  Board Report October 2025 RCM Janean.pdf

2. Directors Report:

H. CLOSED SESSION

The Board will meet in closed session to discuss:

- Pursuant to Government Code Section 54957:
- Public Employee Appointment
- Title: Teachers

I. Report Out any Actions Taken in Closed Session:

FUTURE AGENDA ITEMS:

ADJOURNMENT OF OPEN SESSION NOTICE:

Any writing, not exempt from public disclosure under Government Code Section 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, OR 6254.22, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at the Redwood Coast Montessori School 1611 Peninsula Drive, Arcata, CA 95521. In compliance with Government Code section 54954.2(a) Redwood Coast Montessori will, on request make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Redwood Coast Montessori at 707-832-4194.

Redwood Coast Montessori

Board of Directors

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

Zoom Meeting Link: Meeting ID: 889 1566 4264 Passcode: 834886

<https://us06web.zoom.us/j/88915664264?pwd=GblouuO5LzaaGkX0avipM4j68KG5Qm.1>

Regular BOARD MEETING

Sept 13, 2025 6:30 p.m.

Minutes

A. CALL TO ORDER OF OPEN SESSION

Michelle Ellis called the meeting to order at 6:40 pm.

Board Members Present:

Kim Bonine (President); Michelle Ellis (Vice President); James Braggs (Treasurer); Susann Goodman (Secretary); Gabriel Ferreira (Member-at-Large)

Board Members Absent: None

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

No public comment at 6:40 pm.




C. PUBLIC COMMENT

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No public comment at 6:40 pm.

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1. Approval of Draft Minutes of  Board Minutes August 13, 2025.pdf
2. Approval of new hires (certificated)
 - a. None
3. Approval of new hires (classified)
 - a.  Bryleigh Redner 2025.pdf *Manila Site- Paraprofessional*
 - B.  Daisy Sheard contract 25-26.pdf *Manila Site-Paraprofessional*

Items 1: Motion called Michelle Ellis, Second Susann Goodman Passed 6:42pm

Item 2-3: Motion called Gabriel Ferrieria Second James Braggs Passed 6:44m

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AT-WILL EMPLOYMENT AGREEMENT
Between
REDWOOD COAST MONTESSORI & Justin Notter

THIS EMPLOYMENT AGREEMENT ("Agreement") is entered into by and between the above named employee ("Employee") and the Governing Board ("Board") of Redwood Coast Montessori ("RCM"), a California public charter school approved by the Arcata Elementary School District (the "District"). The Board desires to hire employees who will assist RCM in achieving the goals and meeting the requirements of RCM's charter. The parties recognize that RCM is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992. The Board desires to engage the services of the Employee for purposes of assisting RCM in implementing its purposes, policies, and procedures.

WHEREAS, RCM and Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT

1. RCM has been established and operates pursuant to the Charter Schools Act of 1992, Education Code section 47600, *et seq.* RCM has been duly approved by the District, according to the laws of the State of California.
2. Pursuant to Education Code section 47604, RCM has elected to be formed and to operate as a non-profit public benefit corporation pursuant to the Non-Profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 *et seq.* of the Corporations Code). As such, RCM is considered a separate legal entity from the District, which granted the charter. The District shall not be liable for any debts and obligations of RCM, and the employee signing below expressly recognizes that he/she is being employed by RCM and not the District.
3. Pursuant to Education Code section 47610, RCM must comply with all of the provisions set forth in its charter, but is otherwise exempt from the laws governing school districts except as specified in Education Code section 47610.
4. RCM shall be deemed the exclusive public school employer of the employees at RCM for purposes of Government Code section 3540.1.

B. EMPLOYMENT TERMS AND CONDITIONS

1. Duties

Employee shall work in the position of Cafeteria/kitchen assistant. Employee will perform such duties as RCM may reasonably assign and Employee will abide by all RCM's policies and procedures as adopted and amended from time to time. Employee further agrees to abide by RCM's charter. A copy of the job description for the above position is attached hereto and incorporated by reference herein. These duties may be amended from time to time in the sole discretion of RCM.

2. Work Schedule

The work schedule for this position shall be part-time consisting of **M-F 10:30 a.m. 12:00 p.m.** Workdays for the Employee shall be consistent with the applicable calendar of workdays for this position. The current year schedule is attached hereto and incorporated by reference herein.

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with RCM.

3. Compensation

The hourly wage for this position is **\$17.58/hr.** Employee shall be paid monthly, from which the Board shall withhold all statutory and other authorized deductions.

4. Employee Benefits

Employee shall be entitled to participate in designated employee benefit programs and plans established by RCM (subject to program and eligibility requirements) for the benefit of its employees, which from time to time may be amended and modified by RCM in its sole discretion.

5. Performance Evaluation

Employee shall receive periodic performance reviews conducted by his/her supervisor. At a minimum, performance evaluations will be conducted annually, on or about the anniversary date of employment with RCM. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Failure to evaluate Employee shall not prevent RCM from disciplining or dismissing Employee at-will in accordance with this Agreement.

6. Employee Rights

Employment rights and benefits for employment at RCM shall only be as specified in this Employment Agreement, RCM's charter, the Charter Schools Act and RCM's Employee Handbook, which from time to time may be amended and modified by RCM. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the California Department of Education or the State Board of Education. During the term of this Agreement, Employee shall not acquire or accrue tenure, or any employment rights with RCM.

7. Licensure

Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials.

8. Child Abuse and Neglect Reporting

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, the Employee acknowledges he or she is a child care custodian and is certifying that he or she has knowledge of California Penal Code section 11166 and will comply with its provisions.

9. Fingerprinting/TB Clearance

Fingerprint clearance for Employee will be acquired through submitting the Employee's fingerprints to the California Department of Justice. Employee will be required to assume the cost of all fees related to the fingerprinting process. Employee will be required to submit evidence from a licensed physician and/or licensed entity that he/she was found to be free from active tuberculosis. Both clearances need to be in place prior to the first day of service.

10. Conflicts of Interest

Employee understands that, while employed at the School, he or she will have access to confidential and proprietary information. Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his/her employment with RCM.

11. Outside Professional Activities

Upon obtaining prior written approval of the Executive Director, the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. RCM shall in no way be responsible for any expenses attendant to the performance of such outside activities.

C. EMPLOYMENT AT-WILL

RCM may terminate this Agreement and Employee's employment at any time with or without cause, with or without advance notice, at RCM's sole and unreviewable discretion. Either party may immediately terminate this Agreement and Employee's employment upon written notice to the other party.

Employee also may be demoted or disciplined and the terms of his or her employment may be altered at any time, with or without cause, at the discretion of RCM. No one

other than the Board of RCM has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement, and any such agreement must be in writing and must be signed by the Board of RCM and by the affected employee and must specifically state the intention to alter this "at-will" relationship.

In the event of charter revocation or non-renewal, all contractual obligations under this Agreement cease immediately upon the effective date of revocation or non-renewal.

D. GENERAL PROVISIONS

1. Waiver of Breach

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

2. Assignment

The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.

3. Governing Law

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

4. Partial Invalidity

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

E. ACCEPTANCE OF EMPLOYMENT

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with RCM on the terms specified herein.
2. All information I have provided to RCM related to my employment is true and accurate.
3. A copy of the job description is attached hereto.

4. This is the entire agreement between RCM and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Name: _____ Date: _____

Employee Signature: _____ Date: _____

RCM Approval:

_____ Dated: _____

Kim Bonine, Board Chair

***This Employment Agreement is subject to ratification
and approval by the Governing Board of RCM.***

AT-WILL EMPLOYMENT AGREEMENT
Between
REDWOOD COAST MONTESSORI & Orion Molaro

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Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with RCM.

3. Compensation

The hourly wage for this position is **\$18.66/hr.** Employee shall be paid monthly, from which the Board shall withhold all statutory and other authorized deductions.

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Employee Name: _____ Date: _____

Employee Signature: _____ Date: _____

RCM Approval:

_____ Dated: _____

Kim Bonine, Board Chair

***This Employment Agreement is subject to ratification
and approval by the Governing Board of RCM.***

Williams Settlement Review 2025-26 Documents

Due to student privacy, not all documents have been made public.

 School Enrollment Numbers and Demographics 25-26.pdf

 2024_School_Accountability_Report_Card_Redwood_Coast_Montessori_School_20250112.pdf

Arcata 7th and 8th Grade Roster

Class List Manila

 Williams Settlement Complaint Rights Notice

 2025-26 Daily Schedule.docx

 Arcata FIT Report (2025).xlsm

 Manila FIT Report (2025).xlsm

 Arcata Site Plan 25-26.pdf

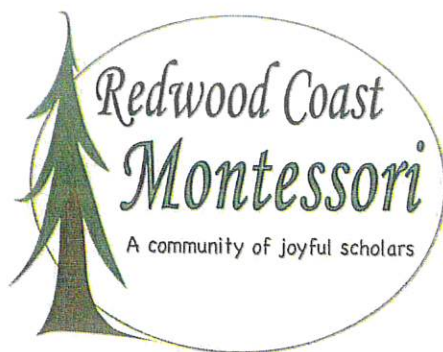
 Manila Site Plan 25-26.pdf

 RCM Board Adopted Curriculum 2025 2026.pdf

 High School Course List with Enrollment (25-26).xlsx

Complaint Acceptance Procedure: Website Link

<https://redwoodcoastmontessori.org/wp-content/uploads/2022/03/RCM-Complaint-Procedures.pdf>



October 2025

Submitted by Janean Weekly-Embree

It's been a busy and inspiring start to the school year at Redwood Coast Montessori! Here's a snapshot of what's been happening across campuses:

At the high school, we've launched Student Support Team (SST) meetings, which bring all teachers together to create individualized plans for students who need extra academic, behavioral, or social-emotional support. It's been collaborative, insightful, and a great way to ensure no student falls through the cracks.

Staff are also re-examining the current high school schedule to see how we can maximize class time and offer more variety, while staying within our credentialing parameters. The team has been incredibly thoughtful and creative in finding ways to serve students better.

We've made a key change to how attendance is tracked at the high school: it's now taken three times a day, instead of just once. This gives us a much clearer picture of when students are truly on or off campus, which is crucial for meeting SARB (School Attendance Review Board) requirements.

Attendance and chronic absenteeism have been a priority since July. Big thanks to Esther, our amazing Resource Center Director, who has taken the lead in reaching out to families whose students are already at risk. This early support could make a big difference. Tess, sparked a great idea as an assignment: "Why not survey parents about what supports could help improve attendance?" With that nudge, Michelle and I put together a survey that's now been sent to all families. We're hopeful it brings valuable insight.

Esther and I have also been working closely to expand access to services on the Arcata campus. She's full of big dreams and grant ideas that we're excited to explore—more to come on that soon!

We've adjusted the Parent Conference schedule so it now follows Back to School Night. This gives families a chance to meet teachers, hear about programs, and get their questions answered *before* sitting down for conferences. We think it will make the whole experience more connected and meaningful.

Our Student Leadership Committee is buzzing with energy! They're planning an info table at Open House where they'll share their mission and projects (and how donations can help). Right now, they're working with Sasha, our Art Teacher, on designing an indoor mural. It's shaping up to be something really special.

Meanwhile, our Cross Country team is off and running—literally! With coaching from the legendary Terri Little, students are practicing, competing, and building school spirit.

We're continuing to look into the long-term impacts of salary adjustments to promote equity among RCM teachers. This important work will likely involve shifting some historic spending habits, and we're approaching it with care and thoughtfulness.

On a more practical note: we're looking into replacing the stove in the Manila adolescent room, due to an ongoing propane leak. Safety and function come first!

And finally, to keep everything running smoothly, we've started holding weekly Cabinet Meetings with department heads, including:

- Esther – Resource Center Director
- Tiffanie – Cafeteria Director
- Michelle – Manila Site Lead
- Burl (Possibly) – After Care Director
- Janean – Director & Arcata Site Lead
- Gina- Administrative Assistant/Bookkeeper

These meetings are helping ensure that communication flows easily between departments and that everyone has a voice in decisions that may affect their programs.

All in all, it's been a dynamic start to the year. Thank you, as always, for your support and commitment to our vibrant, ever-evolving community.