

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

Zoom Meeting Link:

<https://us06web.zoom.us/j/82583067992?pwd=W5LXUeOY1DEwRgAcWkW95aJyabzv8p.1>

REGULAR MEETING

November 5, 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
2. Approval of Draft Minutes of October- Not available
3. Approval of new hires (certificated) -None
4. Approval of new hires (classified) -None
5. Approval of Resignation:
 - a. Mykaela Chrismen- SCIA, Manila Site

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

1. Discussion Only: Salary Schedules-Classified and Certificated
 - a. Possible SCIA pay increase
 - b. Certificated staff salary changes
2. Discussion Only: State minimum wage increase in January
 Pay 29 Redner and Douglas.pdf
3. Discussion Only: Obtaining staff, student, and parent input into budget and LCAP plan


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


1. Report and Possible Discussion: William's Settlement Report 2025-
 Redwood Coast Montessori Williams Annual Report, 2025-26.docx.pdf

Staff from Humboldt County Office of Education did a walk through of both the Manila campus and the Arcata campus.


2. Action- Approve Early Termination of Consultation Agreement Per Bryan Little's Request

 Consultant Agreement RCM Bryan Little 2025.pdf

3. Discussion Only: Cabinet Meetings-  Cabinet Meetings Board Report November 5 2025.pdf

4. Discussion Only: CNIPS-  After School Meal_Snack Program Application 2025-2026.pdf


5. Discussion Only: Arcata School District Concerns

 Arcata School District Concerns 2025.pdf

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

1. Staff Report :

Michelle Leonard:

Janean Weekly-Embree:  RCM Board Report Janean November 5, 2025.pdf

2. Directors Report:

H. CLOSED SESSION

I. Report Out any Actions Taken in Closed Session:

FUTURE AGENDA ITEMS:

1. Possible Discussion and Approval of Annual Audit Report
2. Action to approve changes to Classified salary schedule

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 Montessorir 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.




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No public comment at 6:40 pm.

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 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

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

1.  Mandated Block Grant Acceptance 2025 2026.pdf - *Information Only*
2.  Prop 28 Annual Report 23 24.pdf - *Information Only*
3.  ELOP 23-24 Fiscal Report Completed 2025.pdf - *Information Only*
4.  Prop 28 2025 Annual Report- Allocation Years 23-24 & 24-25.pdf - *Action to Approve*
5.  24-25 10 RCM SACS Unaudited Actuals and Gann Resolution.pdf - *Action to Approve*
6.  24-25 10 RCM year end fin stmt by resource.pdf - *Action to Approve*
7.  24-25 10 RCM year end financial statement.pdf - *Action to Approve*

Items 1-4: Motion called Susann Goodman Second Gabriel Ferriera Passed 6:510 p.m

Item 5: Motion called James Braggs Second Susann Goodman Passed 6:57 p.m

Item 6: Motion called Michelle Ellis Second Susann Goodman Passed 7:33 p.m

Item 7: Motion called James Braggs Second Susann Goodman Passed 7:36 p.m

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.

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

1. Staff Report : Janean Weekly-Embree

RCM School Board Meeting, September 10, 2025 Read 7:53 0.pm

Michelle Leonard: Volleyball, U-fly, R.D.R.S, Upper El, Adolescent, Back to School night, MMUN 7:49 p.m

2. Directors Report: Susann: NCJ, Social Media/

Esther: 2 new social work interns, back pack program

H. FUTURE AGENDA ITEMS:

ADJOURNMENT OF OPEN SESSION NOTICE:

Meeting adjourned at 8:30 p.m

Minutes prepared by: Susann Goodman, Secretary

Date Prepared: 10/30/2025

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.

Pay Cycle	FTE	Assign Type/ Calendar	Pos # Addn	Description	Hourly	Daily	Monthly	Annual	Salary Schedule	Row/ Column	Time Unit/Basis	Amt
Douglas, Mary S												
SUPP/#4	.20000	TIMECARD/RCMAIDE	377	(000199) 5970 RCM FIRST 5 PLAYGROUP A	16.84 Person's Pay Cycle SUPP; Locations: Time Sheet S104, Pay Check S104	134.72	2,043.25	24,519.00	RCMCLS	02/02	H	16.84
10-9032-0-8100-5000-2902-000-5555												
100.00												
Redner, Bryleigh L												
SUPP/#4	.44375	TIMECARD/RCMAIDE	343	(000873) 6879 RCM AFTER SCHOOL AIDE	16.68 Person's Pay Cycle SUPP; Locations: Time Sheet S104, Pay Check S104	133.44	2,023.84	24,286.08	RCMCLS	03/01	H	16.68
10-2600-0-8500-5000-2900-000-0000												
100.00												

October 7, 2025

Redwood Coast Montessori
PO Box 6103
Eureka, CA 95501

Subject: 2025-2026 Williams Settlement Site Visit Report

Dear Redwood Coast Montessori Governing Board:

California Education Code Section 1240 requires that I, or HCOE staff on my behalf, visit schools identified in our county, review information in the areas noted below, and report to you the results of my visits and reviews. I am pleased to provide, for submission to the district's governing board at a regularly scheduled meeting, the annual report for fiscal year 2025-2026. This report presents the results of the visit and review of Redwood Coast Montessori.

The purpose of the visit(s), as specified in California Education Code 1240, was to:

1. Determine if students have *sufficient* standards-aligned instructional materials;
2. Determine if there is any facility condition that *poses an emergency or urgent threat to the health or safety of pupils or staff*; and
3. Determine if the school has provided accurate data on the annual school accountability report card related to the sufficiency of instructional materials and the safety, cleanliness, and adequacy of school facilities, including "good repair."

The law further requires that I annually monitor and review teacher misassignments and teacher vacancies. This information is publicly reported on the California Statewide Assignment Accountability System (CalSAAS) platform.

Before proceeding with the report, let me define some basic terms:

- *Sufficient textbooks or instructional materials* means each pupil, including English language learners, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home.
- A school facility condition that *poses an emergency or urgent threat* is a condition that poses a threat to the health or safety of pupils or staff while at school. *Good Repair* means the school facilities are clean, safe and functional as determined pursuant to the school Facility Inspection Tool (FIT).

Redwood Coast Montessori

Instructional Materials

As reported on the schoolwide Instructional Materials surveys completed by site administration, and verified during the site visit on September 5, 2025, instructional materials were found to be sufficient.

School Facilities

HCOE staff reviewed the results of the FIT report completed by school personnel and verified the accuracy of information reported. As reported on the annual FIT inspection, the school is in good repair with no conditions that pose an emergency or urgent threat to the health or safety of pupils or staff.

School Accountability Report Card

Information on the SARC was available on the website at the time of the visit and contained information for the required elements.

Teacher Misassignments

According to the 2025-27 Williams Case – Schools Eligible for Monitoring List, 17.6% of teachers were reported as misassigned. This data reflects teachers assigned during the 2022-23 school year.

Please extend to your administration and site staff my appreciation for their professionalism in addressing the compliance requirements for the Williams Settlement Legislation. If you need any clarification or assistance in regard to this report, please feel free to call me at (707) 445-7030.

Sincerely,



Michael Davies-Hughes
County Superintendent of Schools

cc: Janean Weekly-Embree, Director
Humboldt County Board of Education
Humboldt County Board of Supervisors

Redwood Coast Montessori

Consulting Services Agreement

Effective Date: July 15, 2025 (pending Board approval)

Review Date: On or before December 2025

Potential End Date: July 31, 2026

Agreement for Advisory Consultation Services

This agreement is entered into between **Redwood Coast Montessori (RCM)** and **Bryan Little**, an independent contractor, for the provision of advisory consultation services.

1. Scope of Services

The Consultant shall serve solely as an advisor to the RCM Director. The Consultant does not make decisions and shall have no authority to direct staff, operations, or school governance. Consultation services are provided exclusively through the RCM Director, and not through individual staff members.

All questions, concerns, and suggestions from RCM staff or Arcata School District personnel must be directed to the RCM Director, not the Consultant.

The Consultant's role is strictly advisory and for the Director's consideration only. The Consultant has no decision-making authority and shall not be used to evaluate the effectiveness of the Director or be involved in any evaluation processes.

2. Process for Advisory Support

The RCM Director will determine when advice is needed. Upon such determination, the Director may contact the Consultant via email, phone call, or to schedule an in-person meeting.

All consultation activities shall take place outside of academic school hours and shall not interfere with the regular school day whenever possible.

3. Time Tracking and Payment

Consultation time will be tracked using a shared spreadsheet reviewed and approved by both the Director and Consultant.

Approved hours will be submitted monthly to the Arcata School District for payment.

Compensation is set at \$30.00 (Thirty dollars) per hour.

The Consultant is responsible for maintaining and submitting accurate records of time worked.

4. Independent Contractor Status

The Consultant is an independent contractor, not an employee of RCM or Arcata School District.

The Consultant is responsible for all applicable taxes, insurance, and compliance with local, state, and federal laws.

This agreement does not create a partnership, joint venture, or employer-employee relationship.

5. Term, Review, and Renewal

If approved by the RCM Board, consultation services will begin on **July 15, 2025**.

The agreement will be reviewed on or before December 2025 to determine if services will continue through July 31, 2026, or conclude earlier.

Board approval is required to initiate and extend this agreement beyond any review period.

6. Entire Agreement

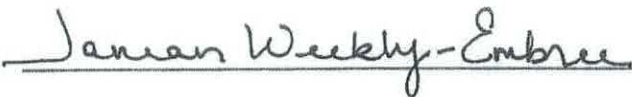
This document constitutes the entire agreement between the parties. No modifications or extensions shall be valid unless made in writing and approved by the RCM Board of Directors.

Signatures



Bryan Little

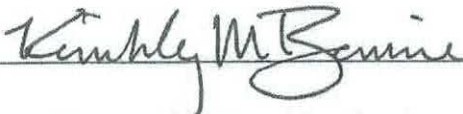
Date: 7/10/2025



Janean Weekly-Embree

Director, Redwood Coast Montessori

Date: 07/10/2025



Board Representative- Kim Bonine

Date: 7/10/2025

Redwood Coast Montessori Cabinet Meetings

Overview and Purpose

2025-2026

Redwood Coast Montessori has begun holding weekly Cabinet Meetings designed to empower department directors with the knowledge and tools needed to provide informed oversight of their programs. The purpose of these meetings is to ensure that each department is operating efficiently and within budget, in alignment with grant terms and program goals, and to strengthen overall financial and organizational stability.

Cabinet members include:

Carrie Berlogar (Director of Aftercare – ELOP funding)

Michelle Leonard (Site Lead for Manila)

Tiffany Rieke (Cafeteria Director)

Esther Hutton (Resource Center Director)

Gina Wright (Associated Student Body Funds/Fundraising Oversight and Administrative Assistant)

Janean Weekly-Embree (Site Lead Arcata and School Director)

This collaborative approach recognizes that each program's operations can impact others. Together, the Cabinet will be collecting data and input from staff, students, and parents to collaboratively determine actions, benchmarks, metrics, and resource allocations to be incorporated into the Local Control and Accountability Plan (LCAP). Additionally, the team will work together on updates to be included in the Charter Petition renewal.

Ongoing support and professional development will be provided to help each lead strengthen their understanding of effective program management and fiscal responsibility, fostering a cohesive and well-informed leadership team.

After School Meal/Snack Program Application 2025-2026

Redwood Coast Montessori has submitted an application through CNIPS (the Child Nutrition Information and Payment System) to participate in the After School Meals/Snack Program. CNIPS is a state-managed system that oversees federal child nutrition programs, allowing schools to apply for, manage, and claim reimbursement for meals and snacks served to students. If approved, this application will enable RCM to provide reimbursable snacks to students after school, supporting student wellness and participation in extended learning opportunities. As of this report, RCM is awaiting notification regarding the application's approval.

CM Concerns Follow-Up

message

Mike Biesecker <lbiesecker@arcatasd.org>
: Janean Weekly-Embree <janean@redwoodmontessori.org>
: Travis West <twest@arcatasd.org>

Fri, Oct 24, 2025 at 3:37 PM

Hi Janean,

I have reviewed your master schedule and the submitted sample student schedules. It appears there are a few concerns:

1. Offering Minimum Instructional Minutes

Charters, for grades 9-12, have to offer 64,800 minutes per year.

- How many instructional days is your calendar? 180?
- Are all students required to attend the morning advisory period?
Is it optional or is the breakfast optional?
- With 180 days and advisory, I think you might still be just shy of the 64,800 minutes.
- Please share how you account for the 64,800 minutes.

2. Minimum Day Requirements For Students

Charters do not have minimum day requirements, but the students have to attend 80% of the minimum instructional minutes (EC 47612.5).

- Based on the sample schedules provided, you may have numerous students not meeting minimum day requirements.
- Am I mistaken or how are you remedying this situation?
- Was the charter collecting full apportionment for the students scheduled into fewer than 80% of the minimum instructional minutes?

3. What is *On Course* (3)?

- Can this course be counted for instructional minutes?

Additionally, I have reviewed concerns related to the RCM Account:

1. Revenue for afterschool and intersession fees being collected by a charter school-related organization (CSRO) and placed into a separate CSRO account

We could not find anything that implied this was an issue for an aftercare program. In other words, it is fine for the charter to collect money for aftercare and put it into a CSRO that then transfers funds to the charter.

The same would apply to intersession fees if the intersession fees are not for "summer school" but instead for a care program. Charter schools may not charge fees for summer school, nor may third parties on the behalf of the charter schools. (CDE, "Summer School, Third Parties, and Tuition Fees," Fiscal Management Advisory 22-01 (September 2022), available at <https://www.cde.ca.gov/re/lr/fm/documents/fma2201.pdf>.) The CDE lists several factors it considers when weighing whether summer school offered by a third party affiliated with an LEA which charges tuition may be determined to be essentially offered by the LEA. (*Id.*)

2. Charging Students for Afterschool and Intersession

intersession.

- a. For schools participating in ELO-P which started in 2021-22, this is not allowed. Is this happening?
- b. If this is happening, how far back does it go and what is your plan to remedy the situation?

3. Revenue from the sale of adult meals collected by a charter school-related organization (CSRO) and placed into a separate CSRO account?

It is inappropriate for revenue from the sale of adult meals purchased and created with cafeteria funds be deposited anywhere other than the charter's cafeteria funds.

The U.S. Department of Agriculture's Food and Nutrition Service (USDA FNS) defines adult meals as "program meals served to adults," including staff who work for the school site. (CDE, "Pricing of Adult Meals in the NSLP/SBP," Nutrition Services Division Management Bulletin No. SNP-04-2021 (August 2021), available at <https://www.cde.ca.gov/ls/nu/sn/mbsnp042021.asp>.) "USDA FNS instructions stipulate that the price of an adult meal must fully cover all costs incurred in the production of the meal, including USDA Food fair market value." (*Id.*) "School food authorities (SFA) must ensure that the federal reimbursements, children's payments, and other food service revenues (i.e., state reimbursement), and USDA Foods do not subsidize program meals served to adults." (*Id.*)

An adult meal is further classified as a nonprogram food, as are a la carte items. (CDE, "Nonprogram Food – Consolidated Guidance," Nutrition Services Division Management Bulletin No. SNP-03-2024 (February 2024), available at <https://www.cde.ca.gov/ls/nu/sn/mbsnp032024.asp>.) A nonprogram food is sold in a participating school other than a student reimbursable meal, and it is purchased using the SFA's cafeteria fund (also known as the nonprofit school food service account). ("Pricing of Adult Meals in the NSLP/SBP".) 7 CFR Section 210.14(f) and the National School Lunch Act specify that all revenue from the sale of nonprogram foods accrue to the cafeteria fund; and revenue available to support the production of reimbursable school meals does not subsidize the sale of nonprogram foods.

Revenues from the sale of adult meals must meet nonprogram food requirements. ("Nonprogram Food – Consolidated Guidance.") For the purpose of nonprogram to program revenue requirement calculation, the statutory requirement states that only food costs are to be used to measure compliance (i.e., exclude labor, supplies, etc.). (*Id.*)

In other words, for years that the charter participated in the school lunch program, fees from adult meals should have gone directly back into their cafeteria fund.

How far back does this issue go and how do you plan to remedy it?

Please provide your responses within two weeks time.

Thank you,
Luke



Luke Biesecker
Superintendent
Arcata School District
p: 707-822-0351 f: 707-822-6589
a: 1435 Buttermilk Ln, Arcata, CA 95521
e: lbiesecker@arcatasd.org w: arcataschooldistrict.org



Redwood Coast Montessori Board Report

November 5, 2025

Janean Weekly-Embree

The 2025–26 school year at Redwood Coast Montessori is off to an amazing and inspiring start. While the year has been filled with many successes, we are also preparing for some upcoming changes related to staffing needs, budget restrictions, and compliance with academic minute requirements at the high school level. These adjustments will include schedule changes and the addition of new classes to ensure that all programs continue to meet state standards and the needs of our students.

Our Student Leadership Committee has been an incredible force this year, working closely with staff to discuss school norms, possible schedule adjustments, new class options, and exciting schoolwide events.

The Cabinet Meetings have also begun, starting with a focus on clarifying each member's role and purpose as we learn how to best support the overall operation and success of the school.

Some of the highlights of this fall include a wonderful Open House, where students and parents met with teachers to discuss student work and admire the beautiful student-created mural (with Sasha's guidance) being painted along the ramp to the Mezzanine.

We recently wrapped up a fun-filled spirit week, which concluded with an epic Halloween celebration. Nearly everyone participated in the costume contest and parade around the Arcata Plaza, followed by games, laughter, and a special celebration—a wedding reception for our beloved aide Melissa and her husband, complete with cake and cheer. The Student Leadership Committee added to the festivities by serving free hot dogs, chips, and sodas, creating a truly amazing atmosphere.

Looking ahead, students and staff are preparing for Student-Led Conferences from November 3rd–7th, providing students the opportunity to share their learning, goals, and aspirations with their families. In addition, Student Support Team meetings continue to play a vital role in helping to provide the individualized support our students need to thrive.

I want to express my sincere gratitude to all staff, students, and families for their dedication, creativity, and teamwork.