

Redwood Coast Montessori
Board of Directors
793 K Street, Arcata, CA 95521 (Room 5)
Zoom Meeting Link: <https://us06web.zoom.us/j/87186628280>

REGULAR MEETING

September 10, 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 Minutes August 13, 2025.pdf
3. Approval of new hires (certificated)
 - a. None
4. Approval of new hires (classified)
 - a.  Bryleigh Redner 2025.pdf *Manila Site- Paraprofessional*
 - B.  Daisy Sheard contract 25-26.pdf *Manila Site-Paraprofessional*

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*

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
Michelle Leonard:
2. Directors Report:

H. FUTURE AGENDA ITEMS:

ADJOURNMENT OF OPEN SESSION NOTICE:

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

Redwood Coast Montessori

Board of Directors

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

August 13, 2025 6:30 p.m.

Minutes

A. CALL TO ORDER OF OPEN SESSION

Michelle Ellis called the meeting to order at 6:32 pm.

Board Members Present:

Kim Bonine (President); Michelle Ellis (Vice President); James Bragg (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

C. PUBLIC COMMENT


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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 **June 17, 2025** Regular Meeting

 Board Meeting Minutes June 17, 2025.pdf

2. Approval of Draft Minutes of **June 18, 2025** Regular Meeting

 Board Meeting Minutes June 18, 2025.pdf

3. Approval of Draft Minutes of **July 10, 2025** Special Board Meeting

 RCM Mins. 7_10_2025.pdf

• Items 1–3 — Motion: Michelle Ellis; Second: Susann Goodman; Passed at 6:46 pm.

Roll-call vote: Bonine—Aye; Ellis—Aye; Bragg—Aye; Goodman—Aye; Ferreira—Aye.


4. Approval of new Classified Staff: Paraprofessional/Aide **Claudia Culbertson**

 Claudia Culbertson Contract 2025-2026 unsigned.pdf

5. Approval of new Classified Staff: Paraprofessional/Aide **Rio Cepeda**


 Rio Cepeda contract 2025-2026 unsigned.pdf

6. Approval of new Certificated Staff: Manila Teacher Jessica Mena (Ureno)

 Jessica Mena (Ureno) Contract 25-26.pdf

7. Approval of Short Term Staffing Permit (STSP), which is an emergency long term permit, for Jessica Ureno (Mena)

8. Approval of new Certificated Staff: Arcata Teacher Tabitha Kohler


 Tabitha Kohler Contract 25-26.pdf

9. Approval of Short Term Staffing Permit (STSP), which is an emergency long term permit, for Tabitha Kohler


10. Approval of new Certificated Staff: Manila Teacher Katie Swisher

 Katie Swisher Contract 25-26.pdf

11. Approval of new Certificated Staff: Manila Teacher Ana Marbain

 Ana Marbain contract 2025-2026 unsigned.pdf

12. Approval of corrected Academic Calendar 2025-2026 (October 22nd, was missing from previously approved calendar.)

 RCM-Calendar-25-26-School-wide accurate.pdf

- Items 4–12 — Motion: Gabriel Ferreira; Second: Michelle Ellis; Passed at 6:57 pm.
Roll-call vote: Bonine—Aye; Ellis—Aye; Bragg—Aye; Goodman—Aye; Ferreira—Aye.

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


1. Discussion of Certificated salary schedule

 Certificated Salary Schedule 25-26.pdf


1. Certificated Salary Schedule — Discussed; to be added as a future agenda item.

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


1. Greater depth into future planning, priorities (**Estimates Only**)

 Absences, Funding Impacts-24-25.pdf

2. **Requesting Approval** updated Parent Handbook attendance wording

 Arcata Elementary Attendance Policy and RCM Charter petition wording.pdf


3. **Discussion/Informational:** Attendance Recovery

 Attendance Recovery - Instructional Time and Attendance Accounting (CA Dept of...

Items 2–3 — Motion: Susann Goodman; Second: Gabriel Ferreira; Passed at 8:14 pm.

Roll-call vote: Bonine—Aye; Ellis—Aye; Bragg—Aye; Goodman—Aye; Ferreira—Aye.

4. **Requesting Approval:** Attendance Recovery- Dates offered

 Attendance Recovery Opportunities '25-'25 Flyer.pdf

• Item 4 — Motion: James Bragg; Second: Michelle Ellis; Passed at 8:15 pm.

Roll-call vote: Bonine—Aye; Ellis—Aye; Bragg—Aye; Goodman—Aye; Ferreira—Aye.

5. **Discussion and possible Approval:** School Van Check Out Process

 Van Use Form 2025-2026.pdf

• Item 5 — Motion: Gabriel Ferreira; Second: Susann Goodman; Passed at 8:23 pm.

Roll-call vote: Bonine—Aye; Ellis—Aye; Bragg—Aye; Goodman—Aye; Ferreira—Aye.

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

1. Staff Report- Michelle Leonard provided a Breezeway mitigation project update.

2. Staff Report- Janean Weekly-Embree submitted and read a report to the Board regarding gratitude and focus items for 2025–2026.

3. Esther shared an update on the FFP donation to support families and noted two social-work interns.

4. Directors Reports

H. FUTURE AGENDA ITEMS:

1. Stipends discussion

ADJOURNMENT OF OPEN SESSION NOTICE:

Meeting adjourned at 8:40 pm.

Minutes prepared by: Susann Goodman, Secretary

Date Prepared: 09/06/2025

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.

AT-WILL EMPLOYMENT AGREEMENT
Between
REDWOOD COAST MONTESSORI & BRYLEIGH REDNER

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 After School 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 12:45 pm to 5:30 p.m.; T-F 2:15 pm to 5:30 pm. 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 \$16.68/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 Signature: Bylough Redner Date: 8/20/25
Address: 475 Wayne Lane, McKinleyville, CA, 95519

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 & DAISY SHEARD

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.
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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 Classroom 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 a 0.75 FTE temporary, part-time consisting of M-F, 8:30 p.m. to 3:00 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 \$17.09/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.

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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.

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employment upon written notice to the other party.

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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 Signature



Date:

08/13/2025

Address:

1920 B St. Apt B, EUREKA, CA 95501

RCM Approval:

Dated:

Kim Bonine, Board Chair

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



Mandate Block Grant (MBG) Application

Fiscal Year 2025–26

Contact Information

Local Educational Agency (LEA): Redwood Coast Montessori

CDS Code: 12-62679-0137653

Charter Number: 1496

Mailing Address 1: PO Box 6103

Mailing Address 2:

City / State / Zip: Eureka / CA / 95502

Phone: (707) 832-4194

Administrator Name: Janean Weekly-Embree, Director

Phone: (707) 630-5018

Email: janean@redwoodmontessori.org

Request for Funding

I am submitting this application as the authorized representative of the above applicant entity. This represents my letter to request funding for the 2025–26 Mandate Block Grant (MBG) pursuant to *Government Code (GC) Section 17581.6*. Funding apportioned for the 2025–26 MBG is specifically intended to fund the costs of the programs and activities identified in GC Section 17581.6(f). A school district or county office of education that receives MBG funding shall not be eligible to submit claims to the State Controller for reimbursement pursuant to GC Section 17560 for any costs of any state mandates identified in GC Section 17581.6(f) incurred in the same fiscal year that MBG funding is received.

Certification and Signature of Authorized Representative

☒ I want to participate ☐ I do not want to participate

I hereby certify that to the best of my knowledge and belief, the data on this application is true and correct and have been reported in accordance with applicable laws and regulations.

* Signature: _____

* Type name of Authorized Janean Weekly-Embree
Representative:

Date: 8/27/2025 5:44:51 PM

* It is recommended that this certification be printed, signed, and retained for the local educational agency's records.

**Proposition 28: Arts and Music in Schools Funding
Annual Report
Fiscal Year 2025-26**

LEA Name: Redwood Coast Montessori
CDS Code: 12-62679-0137653
Allocation Year: 2023-24

1. Narrative description of the Prop 28 arts education program(s) funded

Redwood Coast Montessori is still developing its plans for the Prop 28 arts education funding. The expectation is that the plan will be finalized in advance of the 2024-2025 school year and the funds will be spent after the plan is complete.

2. Number of full-time equivalent teachers (certificated).	0
3. Number of full-time equivalent personnel (classified).	0
4. Number of full-time equivalent teaching aides.	0
5. Number of students served.	0
6. Number of school sites providing arts education.	0

Date of Approval by Governing Board/Body June 19, 2024

Annual Report Data URL (Plan must be posted to the LEA's website)

pending board approval

Completed By Bryan Little
Title Director
Email director@redwoodmontessori.org
Telephone 707-630-5018

This annual report must be board approved, submitted to the CDE <https://www8.cde.ca.gov/ams>, and posted to the LEA's website.

2023-24 ELO-P Fiscal Report

Submitted to CDE: September 6, 2025

2023-24 Allocation Amount:

\$ 62,171.00

2023-24 Expended Amount:

\$ 62,171.00

2023-24 Remaining Amount To Be Returned:

\$ 0.00

ELO-P Contact Info

[Help - Contact Information](#)

Contact Information of Person Completing Form

First Name	Janean
Last Name	Weekly-Embree
Title	Director
Telephone Number Extension (Optional)	707-630-5018 No response
Email	janean@redwoodmontessori.org

Please include a direct webpage link to your LEA's ELO-P Program Plan:

https://redwoodcoastmontessori.org/wp-content/uploads/2023/10/2022_Expanded_Learning_Opportunities_Program_Plan_Redwood_Coast_Montessori_School_20231011.pdf

☒ I Certify The Following:

The expenditures reported were made and the program/project has been conducted in accordance with state law for the Expanded Learning Opportunities Program (ELO-P), and full records of receipts and expenditures have been maintained and are available for audit. I fully understand that once the reported unspent funds are returned, the funds will not be reinstated.

Questions: [Expanded Learning Division](#) | ExpandedLearning@cde.ca.gov

California Department of Education

1430 N Street

Sacramento, CA 95814

Web Policy

**Proposition 28: Arts and Music in Schools Funding
Annual Report
Fiscal Year 2025-26**

LEA Name: Redwood Coast Montessori

CDS Code: 12-62679-0137653

Allocation Year: 2024-2025

1. Narrative description of the Prop 28 arts education program(s) funded

Proposition 28 funds were not utilized during the 2023–2024 school year. In the 2024–2025 school year, Prop 28 funds were allocated to support staffing and program development in the arts. Specifically, the funding was used to cover 0.4 FTE for the Industrial Arts program and 0.25 FTE for the music teacher. Additionally, a portion of the funds supported performing arts education through a partnership with Playhouse Arts.

2. Number of full-time equivalent teachers (certificated). .65

3. Number of full-time equivalent personnel (classified). 0

4. Number of full-time equivalent teaching aides. 0

5. Number of students served. 148

6. Number of school sites providing arts education. 2

Date of Approval by Governing Board/Body

September 10, 2025

Annual Report Data URL (Plan must be posted to the LEA's website)

pending board approval

Completed By Janean Weekly-Embree

Title Director

Email director@redwoodmontessori.org

Telephone 707-630-5018

This annual report must be board approved, submitted to the CDE <https://www8.cde.ca.gov/ams>, and posted to the LEA's website.

REDWOOD COAST MONTESSORI CHARTER SCHOOL
CHARTER FUND 10
2024-25 Unaudited Actuals

	2024-25 Budget	2024-25 Actuals	Diff +/-	Diff %
A. REVENUES				
LCFF (revenue limit sources)	2,545,521	2,546,059	538	0.02%
Federal Sources	135,257	153,486	18,229	13.48%
Other State Sources	807,142	784,347	(22,795)	-2.82%
Other Local Sources	419,035	428,052	9,017	2.15%
Total Revenue	3,906,955	3,911,944	4,989	0.13%
B. EXPENDITURES				
Certificated Salaries	1,436,054	1,438,337	2,283	0.16%
Classified Salaries	473,910	478,104	4,194	0.88%
Employee Benefits	955,726	961,652	5,926	0.62%
Supplies	244,431	121,799	(122,632)	-50.17%
Services & Other Operating	740,991	730,742	(10,249)	-1.38%
Capital Outlay	139,099	126,157	(12,942)	-9.30%
Other Outgo (excl Transfers of Indirect Costs)	1,973	2,161	188	9.53%
Transfers of Indirect Costs	-	0	0	
Total Expenditures	3,992,184	3,858,952	(133,232)	-3.34%
C. EXCESS REVENUES (EXPENDITURES)	(85,229)	52,993	138,222	-62.18%
D. OTHER FINANCING SOURCES/USES				
Interfund Transfers In	-	-	-	
Interfund Transfers Out (to special reserve)	-	-	-	
Other Sources	-	-	-	
Other Uses	-	-	-	
Total Other Sources (Uses)	-	-	-	
E. FUND BALANCE INCREASE (DECREASE)	(85,229)	52,993	138,222	-162.18%
Audited Beginning Balance	532,789	532,789		
Other Restatements	-	-	-	
F. ADJUSTED BEGINNING BALANCE	532,789	532,789	0	0.00%
G. ENDING BALANCE	447,560	585,782	138,222	30.88%

Fund 10 - REDWOOD COAST MONTESSORI

Fiscal Year 2024/25 Through June 2025

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	REVENUE LIMIT ST AID-CURR YR	2,053,698.00	2,047,564.00	2,072,871.00	25,307.00-	101.24
8012	REVENUE LIMIT-EPA	40,850.00	41,390.00	41,390.00		100.00
8019	REVENUE LIMIT ST AID-PR YRS			538.00	538.00-	NO BDGT
8096	TRANSFERS>CHARTERS IN LIEU TAX	395,277.00	456,567.00	431,260.00	25,307.00	94.46
	Total LCFF Revenue Sources	2,489,825.00	2,545,521.00	2,546,059.00	538.00-	100.02
Federal Revenue						
8182	SP ED-DISCRETIONARY GRANTS		2,279.00	2,257.00	22.00	99.03
8220	CHILD NUTRITION PROGRAMS		5,231.00	5,230.43	.57	99.99
8221	NATIONAL LUNCH PROGRAM	44,000.00	44,000.00	56,232.73	12,232.73-	127.80
8222	FEDERAL SCHOOL BREAKFAST	4,000.00	4,000.00	6,754.95	2,754.95-	168.87
8290	ALL OTHER FEDERAL REVENUES	42,145.00	49,382.00	52,645.98	3,263.98-	106.61
8295	ALL FEDERAL REV PRIOR YEAR		30,365.00	30,365.10	.10-	100.00
	Total Federal Revenue	90,145.00	135,257.00	153,486.19	18,229.19-	113.48
Other State Revenues						
8520	CHILD NUTRITION	45,000.00	85,000.00	95,691.70	10,691.70-	112.58
8521	STATE BREAKFAST PROGRAM	6,000.00	6,000.00	8,727.49	2,727.49-	145.46
8550	MANDATED COST REIMBURSEMENTS	4,813.00	5,081.00	5,081.00		100.00
8560	STATE LOTTERY REVENUE	52,788.00	58,695.00	62,775.64	4,080.64-	106.95
8590	ALL OTHER STATE REVENUES	360,628.00	476,885.00	443,704.06	33,180.94	93.04
8595	ALL OTHER STATE REV-PRIOR YR	18,971.00	175,481.00	168,366.99	7,114.01	95.95
	Total Other State Revenues	488,200.00	807,142.00	784,346.88	22,795.12	97.18
Other Local Revenue						
8634	FOOD SERVICES SALES	1,000.00	1,000.00		1,000.00	
8660	INTEREST	4,000.00	9,943.00	13,301.79	3,358.79-	133.78
8662	NET INC/DEC IN FAIR VALUE			11,564.00	11,564.00-	NO BDGT
8677	INTERAGENCY SVCS BETWEEN LEA		4,850.00	11,850.00	7,000.00-	244.33
8699	ALL OTHER LOCAL REVENUES	129,140.00	168,761.00	150,339.49	18,421.51	89.08
8792	TRANS OF APPORTION FROM COE	198,436.00	234,481.00	240,997.00	6,516.00-	102.78
	Total Other Local Revenue	332,576.00	419,035.00	428,052.28	9,017.28-	102.15
	Total Year To Date Revenues	3,400,746.00	3,906,955.00	3,911,944.35	4,989.35-	100.13

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 2, Starting Period = 1, Ending Account Period = 0, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y, Fund = 10)

Fund 10 - REDWOOD COAST MONTESSORI

Fiscal Year 2024/25 Through June 2025

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Certificated Salaries							
1100	TEACHERS SALARIES - REGULAR	1,079,433.00	1,069,432.00		1,057,800.52	11,631.48	98.91
1102	MUSIC TEACHER	22,747.00	22,747.00		22,746.90	.10	100.00
1104	SPECIAL ED TEACHER	62,630.00	76,377.00		76,377.00		100.00
1132	COACHES AND SPECIAL ADVISORS		3,700.00		7,700.00	4,000.00-	208.11
1133	SPECIAL PROJECTS TEACHER		27,061.00		27,061.08	.08-	100.00
1134	MENTOR TEACHER		2,500.00		5,625.00	3,125.00-	225.00
1140	TEACHER SALARY - SUBSTITUTES	6,000.00	15,000.00		15,680.00	680.00-	104.53
1150	TEACHER SALARY - OTHER PAY	5,000.00	15,461.00		21,570.62	6,109.62-	139.52
1200	CERT PUPIL SUPPORT SAL - REG	41,753.00	79,881.00		79,880.50	.50	100.00
1303	PRINCIPAL	62,481.00	63,604.00		63,604.20	.20-	100.00
1307	SUPERVISORS SALARIES	59,168.00	60,291.00		60,291.20	.20-	100.00
	Total Certificated Salaries	1,339,212.00	1,436,054.00	.00	1,438,337.02	2,283.02-	100.16
Classified Salaries							
2100	CLASS INSTR AIDE SAL-REGULAR	150,212.00	143,048.00		141,345.76	1,702.24	98.81
2103	CLASS INSTR AIDE SAL-SPEC ED	38,621.00	89,161.00		87,489.60	1,671.40	98.13
2105	CLASS INSTR AIDE SAL-PROJECTS		20,087.00		20,086.60	.40	100.00
2130	CLASS INSTR AIDE-EXTRA ASSIGN		9,792.00		10,331.50	539.50-	105.51
2150	CLASS INSTR AIDE-OTHER PAY	3,700.00	3,700.00		6,966.22	3,266.22-	188.28
2160	COACHES & ADVISORS	500.00	1,800.00		1,800.00		100.00
2210	FOOD SERVICE PERSONNEL	29,901.00	38,910.00		51,438.65	12,528.65-	132.20
2214	CUSTODIAN	27,720.00	29,797.00		31,028.40	1,231.40-	104.13
2304	BUSINESS MANAGER	26,006.00	26,006.00		26,006.04	.04-	100.00
2308	DIRECTOR	38,514.00	42,572.00		41,163.22	1,408.78	96.89
2403	CLERICAL TECHNICIAN	4,279.00	13,103.00		14,878.24	1,775.24-	113.55
2407	ASSISTANT	8,560.00	5,362.00			5,362.00	
2900	OTHER CLASS SALARIES-REGULAR	12,466.00	8,902.00		7,592.25	1,309.75	85.29
2902	RECREATION WORKER	15,051.00	14,166.00		11,259.00	2,907.00	79.48
2920	OTHER CLASS SALARIES-HOURLY		1,000.00		649.91	350.09	64.99
2931	PROJECT MANAGER	27,977.00	26,504.00		26,068.35	435.65	98.36
	Total Classified Salaries	383,507.00	473,910.00	.00	478,103.74	4,193.74-	100.88
Employee Benefits							
3101	STRS - CERTIFICATED	308,605.00	321,064.00		328,067.37	7,003.37-	102.18
3102	STRS - CLASSIFIED		66.00			66.00	
3201	PERS - CERTIFICATED	17,832.00	31,987.00		32,054.23	67.23-	100.21
3202	PERS - CLASSIFIED	97,603.00	120,561.00		122,144.40	1,583.40-	101.31

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 2, Starting Period = 1, Ending Account Period = 0, Strnt Option? = , Zero
 Amounts? = N, SACS? = N, Restricted? = Y, Fund = 10)

Fund 10 - REDWOOD COAST MONTESSORI

Fiscal Year 2024/25 Through June 2025

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Employee Benefits (continued)							
3311	SOCIAL SECURITY-CERTIFICATED	4,087.00	9,393.00		9,173.22	219.78	97.66
3312	SOCIAL SECURITY-CLASSIFIED	23,776.00	29,365.00		29,619.35	254.35-	100.87
3331	MEDICARE-CERTIFICATED	19,377.00	20,796.00		20,842.56	46.56-	100.22
3332	MEDICARE-CLASSIFIED	5,559.00	6,867.00		6,927.04	60.04-	100.87
3411	HEALTH & WELFARE BENEFITS-CRT	312,337.00	339,641.00		335,679.32	3,961.68	98.83
3412	HEALTH & WELFARE BENEFITS-CLS	34,455.00	20,569.00		21,521.55	952.55-	104.63
3501	ST UNEMPLOYMENT INS-CERTIF	669.00	719.00		718.85	.15	99.98
3502	ST UNEMPLOYMENT INS-CLASSIFD	191.00	239.00		238.82	.18	99.92
3601	WORKER'S COMP-CERTIFICATED	40,199.00	40,940.00		41,028.93	88.93-	100.22
3602	WORKER'S COMP-CLASSIFIED	11,538.00	13,519.00		13,636.40	117.40-	100.87
Total Employee Benefits		876,228.00	955,726.00	.00	961,652.04	5,926.04-	100.62
Books and Supplies							
4110	TEXTBOOKS	3,000.00	3,000.00		1,300.12	1,699.88	43.34
4310	MATERIALS & SUPPLIES	43,500.00	104,546.00		66,692.02	37,853.98	63.79
4351	OFFICE SUPPLIES	2,000.00	2,000.00		431.77	1,568.23	21.59
4374	CUSTODIAL SUPPLIES	7,000.00	8,500.00		7,712.56	787.44	90.74
4396	FOOD SERVICE SUPPLIES	1,500.00	3,237.00		3,762.33	525.33-	116.23
4400	EQUIPMENT	1,500.00	20,242.00		6,936.91	13,305.09	34.27
4710	FOOD	52,064.00	102,906.00		34,962.88	67,943.12	33.98
Total Books and Supplies		110,564.00	244,431.00	.00	121,798.59	122,632.41	49.83
Services and Other Operating Expenditures							
5100	SUBAGREEMENTS FOR SERVICES	14,074.00	19,521.00		19,499.00	22.00	99.89
5201	EMPLOYEE MILEAGE	2,300.00	7,250.00		2,627.83	4,622.17	36.25
5210	TRAVEL & CONFERENCES	16,784.00	21,548.00		7,096.46	14,451.54	32.93
5300	DUES & MEMBERSHIPS	2,000.00	2,000.00		1,473.11	526.89	73.66
5450	OTHER INSURANCE	47,846.00	68,000.00		67,486.43	513.57	99.24
5511	NATURAL GAS SERVICES		3,500.00		2,973.82	526.18	84.97
5512	PROPANE	16,275.00	16,275.00		10,199.17	6,075.83	62.67
5520	ELECTRICITY SERVICES	14,700.00	12,000.00		21,574.23	9,574.23-	179.79
5530	WATER SERVICES	2,625.00	2,625.00		2,253.59	371.41	85.85
5560	WASTE DISPOSAL	4,725.00	4,725.00		5,765.06	1,040.06-	122.01
5612	RENTALS AND LEASES-BUILDINGS	229,713.00	229,713.00		233,115.68	3,402.68-	101.48
5623	RENTALS AND LEASES-EQUIPMENT		500.00		400.00	100.00	80.00
5635	REPAIRS-EQUIPMENT	250.00	250.00			250.00	
5637	MAINTENANCE AGREEMENTS	13,600.00	13,600.00		13,649.25	49.25-	100.36

Fiscal Year 2024/25 Through June 2025

Fund 10 - REDWOOD COAST MONTESSORI

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5800	CONTRACTED SERVICES	52,500.00	110,915.00		89,667.16	21,247.84	80.84
5801	STUDENT TRAVEL/FIELDTRIPS		800.00			800.00	
5804	SECURITY SYSTEM	2,800.00	2,500.00		4,773.58	2,273.58-	190.94
5805	PRINTING SERV-OUTSIDE VENDOR	550.00	550.00			550.00	
5809	TRANSPORTATION-IN-LIEU PAYMT		1,600.00		2,115.00	515.00-	132.19
5812	LIBRARY CONTRACT		400.00		400.00		100.00
5819	OTHER INTER-LEA CONTRACTS	139,117.00	173,915.00		180,010.61	6,095.61-	103.50
5823	LEGAL FEES	1,200.00	1,200.00		2,489.50	1,289.50-	207.46
5831	ADVERTISEMENT	1,000.00	2,200.00		1,529.68	670.32	69.53
5852	PERSONAL SERVICE	20,000.00	20,000.00		41,441.33	21,441.33-	207.21
5881	OTHER CHARGES/FEES	1,000.00	1,000.00		1,121.22	121.22-	112.12
5884	LICENSE, PERMIT, USE FEE, TX	6,000.00	7,600.00		7,044.31	555.69	92.69
5888	OTHER OPERATING EXPENSE	20,631.00					NO BDGT
5909	TELEPHONE/COMMUNICATIONS	17,454.00	16,454.00		11,750.29	4,703.71	71.41
5950	POSTAGE	150.00	350.00		285.84	64.16	81.67
	Total Services and Other Operating Expenditures	627,294.00	740,991.00	.00	730,742.15	10,248.85	98.62
Capital Outlay							
6200	BLDGS & IMPROVEMENT OF BLDGS	84,978.00	12,752.00		2,570.57	10,181.43	20.16
6400	EQUIPMENT		126,347.00		123,586.52	2,760.48	97.82
	Total Capital Outlay	84,978.00	139,099.00	.00	126,157.09	12,941.91	90.70
Tuition							
7142	OTH TUITN, EXCESS CSTS> COE	745.00	1,973.00		2,161.00	188.00-	109.53
	Total Tuition	745.00	1,973.00	.00	2,161.00	188.00-	109.53
	Total Year To Date Expenditures	3,422,528.00	3,992,184.00	.00	3,858,951.63	133,232.37	96.66

Fund 10 - REDWOOD COAST MONTESSORI

Fiscal Year 2024/25 Through June 2025

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	CASH IN COUNTY TREASURY	542,066.08	291,744.77-	250,321.31
9111	FAIR VAL ADJ TO CASH IN TREAS	11,348.00-	11,564.00	216.00
9200	ACCOUNTS RECEIVABLE		504,970.31	504,970.31
9201	ACCOUNTS RECEIVABLE-PRIOR YR	131,223.01	131,223.01-	
9330	PREPAID EXPENDITURES	33,494.53	1,763.47	35,258.00
	Total Assets	695,435.62	95,330.00	790,765.62
Liabilities				
9500	ACCTS PAY (CURRENT LIABTY)		156,945.07	156,945.07
9510	ACCOUNTS PAYABLE-PRIOR YEAR	64,037.05	64,037.05-	
9537	EMPLOYER H&W SUSPENSE ACCT	45,519.92	2,524.60	48,044.52
9580	SALES TAX LIABILITY ACCOUNT		5.78-	5.78-
9650	UNEARNED REVENUE	53,089.56	53,089.56-	
	Total Liabilities	162,646.53	42,337.28	204,983.81
	Calculated Fund Balance	532,789.09	52,992.72	585,781.81
Beginning Fund Balance				
9791	BEGINNING BALANCE-ADPTD BDGT	532,789.09		532,789.09
	Beginning Fund Balance Proof	.00	52,992.72	52,992.72
	Change in Fund Balance - Excess Revenues (Expenditures)		52,992.72	

Memo Only - Ending Fund Balance Accounts

Other Designations	Adopted	Revised
9790	530,719.00	447,560.00
	UNDESIGNATED/UNAPPROPRIATED	

Fund 10 - REDWOOD COAST MONTESSORI


Fiscal Year 2024/25 Through June 2025

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	3,400,746.00	3,906,955.00		3,911,944.35	4,989,35-	100.13
B. Expenditures	3,422,528.00	3,992,184.00		3,868,951.63	133,232.37	96.66
C. Subtotal (Revenue LESS Expense)	21,782.00-	85,228.00-		52,992.72	138,221.72-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	21,782.00-	85,229.00-		52,992.72	138,221.72-	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)	552,501.00	532,789.00		532,789.09		
Other Restatements (9795)						
Adjusted Beginning Balance	552,501.00	532,789.00		532,789.09		
G. Calculated Ending Balance	530,719.00	447,560.00		585,781.81		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	530,719.00	447,560.00				
Other						

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>



Submitted by: Janean Weekly-Embree, School Director

Date: September 10, 2025

As we move into the new school year, I want to take this opportunity to recognize and sincerely thank the staff at Redwood Coast Montessori for their steady dedication and thoughtful collaboration during a time of significant transition. We have entered this year with several new state-level mandates and evolving expectations, and the staff has approached each of these challenges with a solution-oriented mindset and unwavering commitment to our students.

Supporting Student Attendance & Meeting New Legal Requirements

One of the most significant changes we are implementing this year stems from Education Code § 47606.2, which now requires charter schools to follow the same SARB (School Attendance Review Board) processes as traditional public schools. This is a major shift in accountability for charters, and I am proud to share that we are creating a team that will respond with care and clarity in designing systems to meet this requirement while staying aligned with our Montessori values.

The staff will be worked together to:

- Establish a Multi-Tiered System of Support (MTSS) that specifically targets attendance and chronic absenteeism. This structure allows us to respond early and effectively to attendance concerns through targeted support and family engagement.
- Implement new attendance recovery strategies, giving students meaningful opportunities to make up missed instructional time and re-engage with their learning.
- Revise our parent/guardian attendance notifications to reflect the newly required elements, including:
 - Information about how to access school and community resources
 - Relevant student behavioral patterns
 - Potential impacts of chronic absenteeism on learning and progress

These systems are not only going to help us meet our legal obligations, but they are also creating stronger connections between school and home, allowing us to support the whole child more effectively.

Early Literacy Screening & Academic Recovery

Another key development this year has been the rollout of the Reading Difficulties Risk Screener, as required under Education Code § 53008.5. This screener is designed to help us identify students who may be at risk for reading difficulties, including dyslexia, as early as possible.

Our teaching staff will be:

- Participated in training and implementation planning (Many have completed this.)
- Administering the initial round of screeners
- Building support plans and interventions for students identified through this process

In addition, we are constructing a comprehensive credit recovery plan for our older students who need additional pathways to meet graduation requirements. This plan blends:

- Teacher-supported recovery options
- Online and self-paced components
- Integration with MTSS academic and behavioral supports

This is a significant step forward in ensuring that every student has a chance to succeed, no matter where they are in their educational journey.

I am truly grateful to be part of a team that leads with heart and keeps students at the center of every decision.