

Redwood Coast Montessori Board of Directors

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

Zoom Meeting Link:

(<https://us06web.zoom.us/j/87896498520?pwd=VW04RTJOSm9lMnJJcVc2RGhHY2FTdz09>)

REGULAR MEETING

September 14, 2022 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:

Action

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 August 10, 2022 Regular Meeting
2. Approval of Draft Minutes of September 7, 2022 Special Meeting
3. Approval of new hires (certificated)
 - a. Anna Gaines (lower elementary teacher)
 - b. Maria Poznanska (adolescent math/history teacher)
 - c. Justin Gyenis (Spanish teacher)
 - d. * Adam Lawrence (biology/history teacher)
* Teacher will be hired based on a Provisional Internship Permit.
4. Approval of new hires (classified)
 - a. Autumn Slater (upper elementary assistant)
 - b. Basil Piazza (1:1 aide)
 - c. Katie Swisher (lower elementary assistant)
 - d. Payton Feller (after school assistant)
 - e. Tamera Adams (food service assistant)

E. BUSINESS AND FINANCE

1. Approval of 2022-23 Consolidated Application

Action

F. SCHOOL FUNCTIONS

1. Approval of updated Independent Study Policy
2. Equity and Diversity policy update
3. LCAP – explanation and Board role in process
4. Safety Ad Hoc Committee Report

**Action
Information
Information
Information**

G. Staff and Directors Reports

1. Staff Report
2. Director Reports

**Information
Information**

H. FUTURE AGENDA ITEMS

I. ADJOURNMENT OF OPEN SESSION

Action

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

Remote Meeting

Zoom (<https://us05web.zoom.us/j/85001584392?pwd=dk1VQlIPU3BSMjZSOWlHZ1gvZmJwQT09>)

REGULAR MEETING

August 10, 2022 6:30 p.m.

MINUTES

A. CALL TO ORDER OF OPEN SESSION by Terry Weeks at 6:31 p.m.

- a. Present: Terry Weeks, Kim Bonine, Libbi Miller, Troy Nicolini

B. PUBLIC COMMENT - No public comments

D. GENERAL FUNCTION – [Action Item]

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

E. BUSINESS AND FINANCE

1. Approval of Certificated Salary Adjustment: M/S by Bonine/Nicolini to approve the revised certificated salary schedule. Board: ayes 4, noes 0. Motion carried.
2. Approval of Revised Authorizer Fiscal Oversight Fees: M/S by Miller/Bonine to approve the revised authorizer fiscal oversight fees. Board: ayes 4, noes 0. Motion carried

F. SCHOOL FUNCTIONS

1. Approval of 2022-23 Declaration of Need for instruction: M/S by Nicolini/Miller to approve the 2022-23 Declaration of Need for instruction: ayes 4, noes 0. Motion carried.
2. Approval of RCM Curriculum for Instruction List: M/S by Miller/Bonine to approve the RCM Curriculum for instruction List: ayes 4, noes 0. Motion carried.
3. Michelle Reported on updates for the Equity & Diversity Committee
4. Updated Masking Policy – M/S by Nicolini/Bonine to establish the RCM masking policy as optional for all individuals for inside and outside activities: ayes 4, noes 0. Motion carried.
5. Active Assailant Discussion – Following an extensive discussion, the board established a Safety ad hoc committee to expand RCM's safety policies and procedures to include active assailant issues.
6. Board Retreat Goals Discussion – The Board discussed agenda items for the Board retreat to be held at the Arcata campus on August 31st (this date was later changed to September 7th)

G. STAFF AND DIRECTOR REPORTS

1. Staff: Michelle and Bryan presented information regarding preparations for the beginning of the school year.
2. Directors: No reports.

ADJOURNMENT OF OPEN SESSION

- a. M/S by Nicolini/Miller to adjourn meeting. Board ayes 4, noes 0. Motion carried at 8:09 p.m.

Redwood Coast Montessori Board of Directors
793 K Street, Arcata, CA 95521 (Room 5)
SPECIAL MEETING
September 7, 2022 5:30 p.m.
MINUTES

A. CALL TO ORDER OF OPEN SESSION by Terry Weeks at 5:56 p.m.

- a. Present: Terry Weeks, Kim Bonine, Libbi Miller

B. PUBLIC COMMENT - No public comments

D. GENERAL FUNCTION

1. None

E. BUSINESS AND FINANCE

1. None

F. SCHOOL FUNCTIONS

- a. The Board discussed the agenda items listed below and organized ideas into three categories:
“What we are doing?”; “What we are allowed to do?”; “What should we do?”
 - i. Function of Board and how to benefit RCM – Discussion of
 - ii. Charter Refresher (governance)
 - iii. WASC Comments/Recommendations
 - iv. Fiscal Oversight
 - v. Roles & Responsibilities

G. STAFF AND DIRECTOR REPORTS

1. Staff: Michelle and Bryan presented information regarding the beginning of the school year.
2. Directors: No reports.

ADJOURNMENT OF OPEN SESSION

- a. M/S by Bonine/Miller to adjourn meeting. Board ayes 3, noes 0. Motion carried at 7:39 p.m.

RCM School Board



Agenda Item: E1

Approval of Consolidated Application (ConApp).

Department/Program:

School wide

Background Information:

The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various federal programs to county offices, school districts, and direct-funded charter schools throughout California. As a Title 1 school, Redwood Coast Montessori is eligible for these funds based on approval of the ConApp by the school Board.

Recommendation:

Approval of ConApp

Fiscal Implications:

Increased funding for Title I, II, IV, V

Contact Person:

Bryan Little

2022–23 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
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District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No
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Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes
Title V, Part B Subpart 2 Rural and Low-Income Grant ESSA Sec. 5221 SACS 4126	Yes

*****Warning*****

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2022–23 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancestoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Brian Little
Authorized Representative's Signature	
Authorized Representative's Title	Director
Authorized Representative's Signature Date	08/19/2022

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2022–23 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Miguel Cordova, Title I Policy, Program, and Support Office, MCordova@cde.ca.gov, 916-319-0381

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Bryan Little
Authorized Representative's Title	Director
Authorized Representative's Signature Date	08/19/2022
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

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2022–23 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/22/2022
Authorized Representative's Full Name	Bryan Little
Authorized Representative's Title	Director

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2022–23 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2022–23 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

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2021-22 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2021 through June 30, 2022.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2021–22 Title II, Part A allocation	\$3,324
Transferred–in amount	\$0
Transferred–out amount	\$0
2021–22 Total allocation	\$3,324

Professional Development Expenditures

Professional development for teachers	\$2,428
Professional development for administrators	\$0
Consulting/Professional services	\$0
Induction programs	\$0
Books and other supplies	\$0
Dues and membership	\$0
Travel and conferences	\$0

Personnel and Other Authorized Activities

Certificated personnel salaries	\$0
Classified personnel salaries	\$0
Employee benefits	\$0
Developing or improving an evaluation system	\$0
Recruitment activities	\$0
Retention activities	\$0
Class size reduction	\$0

Program Expenditures

Direct administrative costs	\$0
Indirect costs	\$122
Equitable services for nonprofit private schools	\$0
Total expenditures	\$2,550
2021–22 Unspent funds	\$774

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2021–22 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, LWheeler@cde.ca.gov, 916-319-0383
Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths;
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
 - b) Includes a dispute resolution process;
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

Homeless liaison first name	Esther
Homeless liaison last name	Hutton
Homeless liaison title	Manila Community Center Director
Homeless liaison email address (Format: abc@xyz.zyx)	esther@redwoodmontessori.org
Homeless liaison telephone number (Format: 999-999-9999)	707-832-4194
Homeless liaison telephone extension	
Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education (Format: 0.00)	1.0

Homeless Liaison Training Information

Warning

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2021–22 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, LWheeler@cde.ca.gov, 916-319-0383
Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years	Yes
Has the homeless liaison provided training to the following personnel:	
Principals and other school leaders	Yes
Attendance officers and registrars	No
Teachers and instructional assistants	Yes
School counselors	No

Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	06/09/2015
Does the LEA meet the above federal requirements	Yes
Compliance comment	
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	
Does your LEA use a housing questionnaire to assist with the identification of homeless children and youth	Yes
Does the housing questionnaire include best practices, rights, and protections afforded to homeless children and youth	Yes
Is the housing questionnaire made available in paper form	Yes
Did your LEA administer the housing questionnaire to all student body during the school year	Yes

Title I, Part A Homeless Expenditures

2021–22 Title I, Part A LEA allocation	\$17,105
2021–22 Title I, Part A direct or indirect services to homeless children reservation	\$1
Amount of 2021–22 Title I, Part A funds expended or encumbered for direct or indirect services for homeless children	\$100

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2021–22 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Integrated Student Support and Programs Office, LWheeler@cde.ca.gov, 916-319-0383
Karmina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692

Homeless services provided (Maximum 500 characters)	Transportation, basic needs, case management support services
No expenditures or encumbrances comment Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	

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2020–21 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2020 through June 30, 2022.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2020–21 Title II, Part A allocation	\$3,619
Transferred-in amount	\$0
Transferred-out amount	\$0
2020–21 Total allocation	\$3,619

Professional Development Expenditures

Professional development for teachers	\$3,446
Professional development for administrators	\$0
Consulting/Professional services	\$0
Induction programs	\$0
Books and other supplies	\$0
Dues and membership	\$0
Travel and conferences	\$0

Personnel and Other Authorized Activities

Certificated personnel salaries	\$0
Classified personnel salaries	\$0
Employee benefits	\$0
Developing or improving an evaluation system	\$0
Recruitment activities	\$0
Retention activities	\$0
Class size reduction	\$0

Program Expenditures

Direct administrative costs	\$0
Indirect costs	\$173
Equitable services for nonprofit private schools	\$0
Total expenditures	\$3,619
2020–21 Unspent funds	\$0

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RCM School Board



Agenda Item: F1

Approval of updated independent study policy

Department/Program:

School wide

Background Information:

With the signing of Education Omnibus Budget Trailer Bill (AB 181) on June 30, 2022, some additional changes were added to the requirements for independent study. These changes are outlined in the attached updated RCM Independent Study Policy

Recommendation:

Approval of updated Independent Study Policy

Fiscal Implications:

None

Contact Person:

Bryan Little

Redwood Coast Montessori

Independent Study Policy

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

The Director of the school or designee may provide a variety of independent study opportunities, including, but not limited to, through a program or class within a comprehensive school, an alternative school or program of choice, a charter school, and an online course.

A student's participation in independent study shall be voluntary. (Education Code 51747, 51749.5, 51749.6)

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

General Independent Study Requirements

~~For the 2021-22 school year, Redwood Coast Montessori shall offer independent study, as specified in Education Code 51745, to meet the educational needs of students unless the school has obtained a waiver. (Education Code 51745)~~

For the 2022-23 school year and thereafter, the Director or designee may continue to offer and approve independent study for an individual student upon determining that the student is prepared to meet the school's requirements for independent study and is likely to succeed in independent study as well as or better than the student would in the regular classroom setting.

Independent Study

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

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

1. The student's achievement and engagement in the independent study program, as indicated by the student's performance on applicable student-level measures of student achievement and engagement specified in Education Code 52060

2. The completion of assignments, assessments, or other indicators that evidence that the student is working on assignments
3. Learning required concepts, as determined by the supervising teacher
4. Progress towards successful completion of the course of study or individual course, as determined by the supervising teacher
5. The Director or designee shall retain a physical or electronic copy of all documentation of findings for at least three years from the date of evaluation.

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

The Director or designee shall ensure that students participating in independent study for 15 school days or more receive the following throughout the school year: (Education Code 51747)

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

Tiered Re-engagement

The Director or designee shall ensure that procedures for tiered reengagement strategies are used for all students who are not generating attendance for more ~~than three school days or 60 percent of the instructional days in a school week,~~ **than 10 percent of required minimum instructional time over four continuous weeks of RCM's approved instructional calendar, students found not participatory in synchronous instructional offerings for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable to grade span, or students** who are in violation of their written agreement. This requirement only applies to students participating in an independent study program for 15 school days or more. ~~These~~ procedures shall include **local programs intended to address chronic absenteeism as applicable, with at least** ~~but are not necessarily limited to,~~ all of the following: (Education Code 51747)

1. Verification of current contact information for each enrolled student
2. Notification to parents/guardians of lack of participation within one school day of the absence or lack of participation
3. A plan for outreach from the school to determine student needs, including connection with health and social services as necessary

4. A clear standard for requiring a student-parent-educator conference to review a student's written agreement and reconsider the independent study program's impact on the student's achievement and well-being

The Director or designee shall develop a plan to transition students whose families wish to return to in-person instruction from independent study expeditiously and in no case later than five instructional days. This requirement only applies to students participating in an independent study program for 15 school days or more. (Education Code 51747)

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

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

Master Agreement

~~For the 2021-22 school year only, the school shall obtain a signed written agreement for independent study no later than 30 days after the first day of instruction.~~

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

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

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

1. The frequency, time, place and manner for submitting the student's assignments, reporting the student's academic progress, and communicating with a student's parent/guardian regarding the student's academic progress
2. The objectives and methods of study for the student's work and the methods used to evaluate that work
3. The specific resources that will be made available to the student, including materials and personnel, and access to Internet connectivity and devices adequate to participate in the educational program and complete assigned work
4. A statement of the Board's policy detailing the maximum length of time allowed between an assignment and its completion, the level of satisfactory educational progress, and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study
5. The duration of the independent study agreement, including the beginning and ending dates

for the student's participation in independent study under the agreement, with a maximum of one school year

6. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the student upon completion
7. A statement detailing the academic and other supports that will be provided to address the needs of students who are not performing at grade level, or need support in other areas, such as English learners, students with disabilities with an individualized education program or a Section 504 plan in order to be consistent with their program or plan, students in foster care or experiencing homelessness, and students requiring mental health supports.
8. A statement that independent study is an optional educational alternative in which no student may be required to participate
9. In the case of a suspended or expelled student who is referred or assigned to any school, class, or program pursuant to Education Code 48915 or 48917, a statement that instruction may be provided through independent study only if the student is offered the alternative of classroom instruction
10. ~~For a student participating in an independent study program that is scheduled for more than 14 school days, each written agreement shall be signed before the commencement of independent study, the agreement shall be signed and dated by the student, the student's parent/guardian or caregiver if the student is under age 18 years, the certificated employee responsible for the general supervision of independent study. and all persons who have direct responsibility for providing assistance to the student.~~ **The the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. Beginning in the 2022–23 school year, for a pupil participating in an independent study program that is scheduled for less than 15 school days, each written agreement shall be signed within 10 school days of the commencement of the first day of the pupil's enrollment in independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable.**

~~However, for the 2021–22 school year, the school shall obtain a signed written agreement for independent study from the student, or the student's parent/ guardian if the student is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil, no later than 30 days after the first day a pupil commences independent study.~~

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

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

The Director or designee shall retain a physical or electronic copy of the signed learning agreement

for at least three years and as appropriate for auditing purposes. (Education Code 51749.6)

Student-Parent-Educator Conferences

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

Records for Audit Purposes

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

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

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

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

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

Program Evaluation

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

2019–20 Title II, Part A Fiscal Year Expenditure Report, 36 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2019 through June 30, 2022.

CDE Program Contact:

Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636

Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2019–20 Title II, Part A allocation	\$3,335
Transferred-in amount	\$0
Transferred-out amount	\$0
2019–20 Total allocation	\$3,335

Professional Development Expenditures

Professional development for teachers	\$2,490
Professional development for administrators	\$0
All other professional development expenditures	\$0

Recruitment, Training, and Retention Expenditures

Recruitment activities	\$750
Training activities	\$0
Retention activities	\$0
All other recruitment, training, and retention expenditures	\$0

Miscellaneous Expenditures

Class size reduction	\$0
Administrative and indirect costs	\$95
Title V, Part B Subpart 1 Alternative Uses of Funds Authority Participation	\$0
Equitable services for nonprofit private schools	\$0
All other allowable expenditures and encumbrances	\$0
Total expenditures and encumbrances	\$3,335
2019–20 Unspent funds	\$0

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

RCM School Board



Agenda Item: F2

Equity and Diversity policy update

Department/Program:

School wide

Background Information:

Beginning in the spring of 2021 the RCM Board has maintained an on-going discussion in an effort to better understand and address equity and diversity issues that affect the RCM community. During this time, RCM has held a listening session, drafted an Equity and Diversity Policy, and formed an Equity and Diversity Committee. The work of this committee and the school community continues.

Recommendation:

Receive and discuss information.

Fiscal Implications:

None

Contact Person:

Michelle Leonard

RCM School Board



Agenda Item: F3
LCAP Discussion

Department/Program:
School wide

Background Information:
In an effort to help the community better understand the role of the school board in the development of the LCAP, the Board will discuss ways to be more active in the LCAP process.

Recommendation:
Receive information and discuss.

Fiscal Implications:
None

Contact Person:
Bryan Little

RCM School Board



Agenda Item: F4

Safety ad hoc Committee report

Department/Program:

School wide

Background Information:

As part of RCM's ongoing effort to assure the health and safety of all students, staff, and members of our community, the Safety Ad Hoc Committee was formed.

Recommendation:

Receive information and discuss.

Fiscal Implications:

None

Contact Person:

Michelle Leonard