

Site Management Team Regular Meeting Agenda and Packet

Date: March 21, 2024 **Time:** 5:30 pm

Location: In-Person in the Linscott Library and via Zoom

Zoom:

https://us02web.zoom.us/j/8225504281

Meeting ID: 822 550 4281

Passcode: Linscott

Dial-in (Audio only) (669) 900 6833

Meeting ID: 822 550 4281 Passcode: 34121032

Open Session

Call to Order/Roll Call and Establishment of

Ouorum

Approval of Agenda

Regular Business:

1. Read Mission Statement

2. Correspondence

3. Announcements & Appreciations

Student Council Report

PVFT Report

LFKF Report

Director's Report

Public Comments on Regular or Non-Agenda Items

Consent Agenda:

2/22/24 SMT Meeting Minutes

Action & Discussion Items:

1. (Action) Approve 5 year Agreement with CSUMB for Social Work Intern Placement

2. (Discussion) Stakeholder Feedback - New LCAP

3. (Presentation) Midyear Update: Budget

Adjournment

Sesión abierta

Llamada al orden/paso de lista y establecimiento de

quórum

Aprobación de la Agenda

Negocios Regulares:

1. Leer la declaración de la misión

2. Correspondencia

3. Anuncios y agradecimientos

Informe del Consejo Estudiantil

Informe PVFT

Informe LFKF

Informe del director

Comentarios públicos sobre temas regulares o fuera

de la agenda

Agenda de consentimiento:

22/02/24 Acta de la reunión del SMT

Elementos de acción y discusión:

1. (Acción) Aprobar acuerdo de 5 años con CSUMB para colocación de pasantes en trabajo social

2. (Discusión) Comentarios de las partes

interesadas: nuevo LCAP

3. (Presentación) Actualización de mitad de año: Presupuesto

Aplazamiento

CONSENT AGENDA ITEMS

A consent agenda groups discussion points into a single agenda item. The grouped items can be approved in one action (a vote to approve the Consent Agenda), rather than through the filing of multiple motions. If a member of the SMT would like to discuss one item from the consent agenda in isolation, the SMT member may request to pull the item out of the consent agenda and add it to the regular agenda during the approval of the agenda.



Linscott Charter School Site Management Team Meeting February 22nd 2024 In-person and via Zoom

Time:	Item:	
Call to order: 5:39pm	SMT Members Present: 2	Linscott Staff/Community Members Present: Alicia Doolittle, Linscott AD Karen Hansen, Linscott Teacher (Zoom) Francis John, Linscott Student (Zoom) Radhika Kirkman, PVFT (Zoom)
Approval of Agenda		Motion: Motion to approve the agenda as written. Moved: Emily Seconded: Lety Yes: 7 No: 0 Abstain: 1 Absent: 1
Read Mission Statement:	Read by Alison	•
Correspondence	2 None	
Announcements & Appreciations	 Alicia- Shout out to Linscott students for the Science Fair-working so hard and coming prepared to present. Alicia- Shout to Linscott teachers for supporting their students throughout the Science Fair process. Lety-Shout out to Alicia and all the past Linscott ADs for keeping the school-wide science fair going. She as had 3 children participate and her oldest daughter is now a Biology teacher! Yay! 	



	 Upcoming anti-violence training Last week was Kindness Week
PVFT Report	 Currently in negotiations, process is very collaborative, goal is to align with PVUSD contract language/articles while meeting the needs of Linscott teachers. Holding off on wage negotiations-aware of statewide budget constraints and taking it into consideration moving forward. Upcoming community event at WHS- over 40k books will be distributed
LFKF Report	 Looking at ways to make field trip planning equitable Upcoming survey going out to the Linscott community on dining out fundraising options
Director's Report	Average Daily Attendance (ADA): 2022-2023: 93.29% Aug 15 - Sept 8: 95.46% Sept 11 - Oct 6: 95.53% Oct 10 - Nov 4: 94.64% Nov 7 - Dec 2: 94.33% Dec 5 - Dec 30: 92.50% Jan 2-Jan 27: 94.32% Current enrollment is full Science Fair is currently going on and going fantastic! Upcoming Events PVFT Book Givewaway: February 24th Parent Education Night: March 6th Middle School Dance: March 16th Schoolwide Field Trip: Tandy Beal: March 21st Spring Break!

The public may comment on closed session agenda items listed. The Board may not respond except to ask clarifying questions. The length of comments shall be limited to 3 minutes.

2 Why arent Alianza students part of the 8th grade charter school dances? Alicia explained that the decision not to participate is made by the Alianza principal.

1. (Action) Approve 2024-25, 2025- 26, 2026-27	The 2024-2027 Linscott school calendars will be presented for feedback and approval. The Linscott calendars align with PVUSD with the following exceptions:	Motion: Motion to approve the 2024-25, 2025-26, and 2026-27 school calendars as written.	Moved: Felipe Seconded: Emily
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2 School Calendars	Addition of 4 teacher Professional Development days to align with the 188 teacher work year (2 at the beginning of the year and 2 at the end) Parent-Teacher conference week is the last week in October Addition of Portfolio conferences for 3 days in May Items to note: Thanksgiving has shifted to a full week of vacation (all 3 years) November 1st is a non-school day (24-25 only) November 10th is a non-school day (25-26 only) October 12th is a non-school day (26-27 only) The Monday returning from Winter Break is a Professional Development day (all 3 years) Spring Break is the 2nd week of April (all 3 years)		Yes: 8 No: 0 Absent: 1
2. (Action) Approve Comprehensive School Safety Plan	The development of a comprehensive school safety plan is mandated by California Education Code 32281. This mandate, which was established by Senate Bill 187, states that each school shall develop a "safety plan" relevant to the needs and resources of the school. "Safety", in terms of these plans includes aspects of social, emotional, and physical safety for both youth and adults at our schools. The Comprehensive School Safety Plan is in two parts. Part I is a public document to explain our safety and prevention programs. Part II is a confidential document that is kept on file at the school and County/City for emergency use.	Motion: Motion to approve the 2024 Coprehensive School Safety Plan as written.	Moved: Sarah Seconded: Lety Yes: 8 No: 0 Absent: 1
3. (Presentation) Midyear Update: Local Control Accountability Plan	ear Update: Local This year, a mid-year update was added by the state to report to stakeholders on the progress toward goals, metrics, and current		



4. Adjourn to closed session: 7:06pm	Conference With Labor Negotiators: Pajaro Valley Federation of Teachers (Gov. Code § 54957.6)	
5. Ajourn to open session: 8:04pm	1 Report out from closed session; none	
Meeting Adjourned: 8:04pm Next Meeting: Thursday, March 21, 2024		

ACTION ITEMS

Action items are intended to result in a vote. An action item may be discussed and then tabled or moved to another meeting if board members feel there is insufficient information to make a motion or take action. Action items pass with a majority vote.

Action Item Information

Title of Item: Approve 5 year Agreement with CSUMB for Social Work Intern Placement

Meeting Date: 3/21/2024

Session: Open **Summary:**

Beginning in 2023-24, Linscott began receiving approximately \$18,000-\$19,000 funds to be used towards mental health services. This ongoing fundng stream is expected to be consistent each year and funds do not have an expiration date. For the 2024-25 school year and beyond, Linscott is proposing a 5 year contract with CSUMB for an annual placement of one or more Social Work interns. These interns will be doing their field work/practicum hours at Linscott. The cost incurred will be for their supervision by a Licenced Clinical Social Worker. This is anticipated to be approximately \$150/hr per week. Total cost for the CSUMB intern should not exceed \$10,000 per year. While this is a 5 year contract, it may be canceled by either party with 30 days notice.

Paquete del equipo de administración del sitio de la escuela autónoma Linscott

Información del elemento de acción

Título del artículo: Aprobar el acuerdo de 5 años con CSUMB para la colocación de pasantes en trabajo

social

Fecha de la reunión: 21/03/2024

Sesión: Abierta Resumen:

A partir de 2023-24, Linscott comenzó a recibir aproximadamente entre \$18,000 y \$19,000 en fondos para ser utilizados en servicios de salud mental. Se espera que este flujo de financiación continuo sea constante cada año y los fondos no tienen fecha de vencimiento. Para el año escolar 2024-25 y en adelante, Linscott propone un contrato de 5 años con CSUMB para una colocación anual de uno o más pasantes de Trabajo Social. Estos pasantes realizarán su trabajo de campo/horas de práctica en Linscott. El costo incurrido será por su supervisión por parte de un Trabajador Social Clínico Licenciado. Se prevé que esto sea aproximadamente \$150 por hora por semana. El costo total para el pasante de CSUMB no debe exceder los \$10,000 por año. Si bien este es un contrato de 5 años, cualquiera de las partes puede cancelarlo con un aviso de 30 días.



Dear Community Partner,

Faculty, students, and administrators in the California State University (CSU) system have been partnering with local organizations since the first CSU campus was founded in 1857. These partnerships significantly improve the quality of life across California and contribute to our student learning, faculty teaching and research, CSU programs, and local communities.

California State University Monterey Bay welcomes partnership with your agency to host students in service-learning, internships, and/or other forms of community engagement. A University-Agency Agreement for Placement of Students (UAAPS) is required to become a partner.

The UAAPS ensures that your agency and CSUMB formally acknowledge each other's responsibilities in this mutually beneficial partnership. In short, the UAAPS supports our efforts to prepare and monitor students, provide quality service, and appraise your agency of expectations for our students' quality of experience.

Furthermore, the UAAPS guides risk management and addresses potential liability issues. With the UAAPS in place, participating students will be covered by CSU's Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP) or Student Professional Liability Insurance Program (SPLIP). SAFECLIP and SPLIP provide indemnity, including legal defense costs for students, faculty, campus, and host institution (when required by contract/agreement) if there is a claim or lawsuit involving injury to others or damage to property in connection with service learning or other academic fieldwork experiences.

CSUMB, therefore, requests that your agency promptly complete and submit the UAAPS to establish an approved partnership. The completed UAAPS should be returned to the requesting CSUMB Academic Department or Center. The UAAPS ensures your agency's listing in the CSUMB database of approved sites.

Questions regarding the nature of the academic engagement/internship may be directed to the specific Academic Department. Questions regarding legal aspects may be directed to Contracts & Procurement at procurement@csumb.edu.

Once your completed UAAPS is processed, your agency will be eligible to host all CSUMB faculty and students for a period of five years, from any CSUMB Academic Department or Center. After five years, a renewal process will be offered.

Respectfully,

California State University Monterey Bay

Instructions on completing the UAAPS

- 1. The UAAPS is a fillable electronic form. Open it on a computer or other electronic device.
- 2. Complete all required fields on pages 2 and 4 by typing in the information.
- 3. The "agency type" field on page 2 has a drop-down menu. Make the selection that best describes your agency.
- 4. Do not fill in the fields pertaining to CSUMB.
- 5. An authorized signatory must AdobeSign the By-line on page 4.
- 6. The By-line is the only component of the UAPPS that may be hand-written.

If your agency wishes to request specialized changes or amendments to the UAAPS, put these requests in writing and send them to the CSUMB Academic Department that you are working with. The Department will forward your requests to CSUMB Procurement and Contracts Services.

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UNIVERSITY-AGENCY AGREEMENT FOR PLACEMENT OF STUDENTS

Γhis agr	eement entered into thisday of	(month)	(year) between CALIFORNIA STATE UNIVERSITY
MONTE	REY BAY, referred to as "CSUMB," and		(Agency name), referred to as "the
Learning	g Site".		
[. <u>S'</u>	TATEMENT OF PURPOSE		
A	This is accomplished through field educengagement that integrate the STUDEN	Bay, is committed to excation, service learning IT(S)'s academic study	periential and applied learning experiences for students. internships, research, and other forms of community with practical experience. Through such activities, epen their sense of civic responsibility, self-awareness,
В	. Learning Site		
	The Learning Site is		(select Agency type) located at:
			(enter full address).
C			neaningful learning experiences through community ady with practical experience within the operations of

II. STUDENT LEARNING

participate.

A. Program Activities

Activities will be accomplished in accordance with the student's Learning Plan & Participation Guidelines, reviewed and agreed upon by the STUDENT, CSUMB, and Learning Site prior to the start of the experience.

a cooperating Agency. CSUMB supports the goals and objectives of the AGENCY program in which students will

The STUDENT will:

- 1. Participate in all relevant trainings by the Learning Site as stated in Section III-A-2, Training, and Orientation, of this document.
- 2. Model professional, ethical, and appropriate behavior when working with clients and when at the Learning Site.
- 3. Support the Learning Site that is a part of the student's learning experience as specified by the Learning Plan & Participation Guidelines.
- 4. Meet the goals of the Learning Site and the related University program in which the STUDENT is enrolled.
- 5. Fulfill the specific scope of work duties, identified in the student's Learning Plan & Participation Guidelines.
- B. Safe and Productive Environment

The Learning Site is committed to providing a safe and productive environment for STUDENTS in the field program.

- 1. The Learning Site will:
 - a. Give STUDENT a complete tour of the site, and ensure that STUDENT is aware of all relevant safety policies and emergency procedures and is able to act responsibly in case of an emergency.
 - b. California law may require the Learning Site to obtain fingerprints of STUDENT and submit them to the Department of Justice, and/or the Federal Bureau of Investigation, for a criminal background check. It is Learning Site's responsibility to: 1) Determine whether such fingerprinting is required; 2) obtain the STUDENT'S fingerprints; and 3) obtain criminal background clearance from the appropriate Learning Site.
 - c. California law may require the Learning Site to require STUDENT to submit results of a Tuberculosis (TB) Test. It is the Learning Site's responsibility to: 1) Determine whether such TB testing is required; (2) to notify CSUMB in writing of this requirement in advance of the student's placement at the worksite and; (3) obtain results from STUDENT.
 - d. The Learning Site representative will notify the appropriate CSUMB program coordinator in writing, within 24 hours of any health & safety hazards and/or incidents of violence that occur at the Learning Site worksite

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during the contract period.

- 2. CSUMB will ensure that STUDENT agrees to the following:
 - a. Abide by the Learning Site rules and regulations while on-site and working with the Learning Site clients and staff.
 - b. Ensure that his or her actions with the Learning Site are safe, positive, productive, and ethical.
 - c. Advance the program and its objectives by providing support for the Learning Site and/or its staff as necessary and agreed upon in Section II-A, Program Activities, of this document.

III. STRUCTURE AND SUPPORT OF STUDENT LEARNING AT THE LEARNING SITE

A. Learning Site

- 1. Site Supervision The Learning Site will provide a supervisor, who has been identified in the student's Learning Plan & Participation Guidelines to be responsible for the safety and supervision of STUDENT while on site. The Supervisor will meet with the STUDENT regularly, as specified in the Learning Agreement, to facilitate the learning experience for the STUDENT regularly, as specified in the Learning Plan & Participation Guidelines, to facilitate the learning experience for the STUDENT, provide support, and to review progress on assignments and/or activities. All the Learning Site program staff will support the STUDENT as they interact with him/her and provide guidance and advice as necessary and appropriate. A secondary supervisor will be responsible for the STUDENT in the absence of primary supervision.
 - a. The Learning Site supervisor will communicate with the appropriate CSUMB staff and/or faculty member as needed.
 - b. The Learning Site and/or his or her designee shall meet with the appropriate CSUMB staff or coordinator to facilitate the most mutually beneficial experience for all parties involved or at the request of any of the parties involved.
- 2. Training and Orientation The Learning Site supervisor will provide specific training the STUDENT needs to achieve the work identified in the Learning Plan & Participation Guidelines.
- Work Space STUDENT will have an appropriate space at the Learning Site in which to conduct his/her
 assigned work. The Learning Site will provide access and training for any and all equipment necessary for
 STUDENT to fulfill his/her role.
- 4. Evaluation/Field Assessment
 - a. The Learning Site supervisor will complete and return a student evaluation regarding the quality of service, research, and/or work that the STUDENT provided to the Learning Site as required or as agreed upon in the student's Learning Plan & Participation Guidelines.
 - b. The Learning Site supervisor will complete and return any required evaluations of the overall quality of service provided by CSUMB community engagement programs (e.g., research, service-learning, field study, etc.), as required.

B. CSUMB

- 1. Training and Reflection: Faculty and/or staff of the appropriate CSUMB academic department, institute, or program will provide training for STUDENT regarding responsibilities in Section II and will provide opportunities for STUDENT to reflect upon his/her experience working at the Learning Site worksite.
- 2. Supervision and Accountability Faculty and/or staff of the appropriate CSUMB academic department, institute or program will work closely with STUDENT, The Learning Site, and CSUMB faculty to meet the expectations and priorities of the Learning Site.

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IV. LENGTH OF AGREEMENT TERM

A. Initial Term – CSUMB and the Learning Site have reached this agreement for a five (5) year period beginning with the date of execution of this agreement.

This agreement shall become effective upon execution. Either party may terminate this agreement after giving the other party 30 days advance written notice of the intention to terminate. In the case of early termination, a student may be allowed to complete their assignment as indicated in their Learning Plan & Participation Guidelines.

- B. Renewal Process This agreement may be renewed every five years upon written mutual agreement, and is based on STUDENT feedback, The Learning Site evaluations, and CSUMB faculty desire to continue this relationship under the conditions that:
 - 1. CSUMB and the Learning Site continue to be committed to actively supporting the goals of the other.
 - 2. The STUDENT's work is meaningful and beneficial to the Learning Site.
 - 3. The relationship is consistent with the goals of Learning Site, CSUMB, STUDENT, and FACULTY.
- C. Notices Notices, requests, consents, claims, demands, waivers, and other communication shall be addressed to the parties as follows:

TO LEARNING SITE	TO THE UNIVERSITY
Agency Name:	California State University Monterey Bay
Address:	100 Campus Center
City, State, Zip:	Seaside, CA 93955
Attn:	
mail:	procurement@csumb.edu
The attached General Provisions, consisting of one page, is incodocument reflects my understanding of the relationship.	rporated by reference and made a part of this agreement. This
LEARNING SITE	CALIFORNIA STATE UNIVERSITY, MONTEREY BA
Authorized Signatory	Program Director/Chair
Print Name	Print Name
Title	Department/Program
Email address/Phone Number	Email address/Phone Number
Date	Date
CALIFORNIA STATE UNIVERSITY, MONTEREY BAY	
Miguel Silva, Community Placement & Compliance Analyst Career Development	Sandra Amorim Ruiz, Director Procurement & Contracts
Date	Date

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GENERAL PROVISIONS

Indemnification

The Learning Site shall be responsible for damages caused by the negligence of its directors, agents, employees, and duly authorized volunteers occurring in the performance of this agreement. CSUMB shall be responsible for damages caused by the negligence of its directors, officers, employees, and duly authorized volunteers occurring in the performance of this agreement. It is the intention of the Learning Site and CSUMB that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective directors, officers, employees, and duly authorized volunteers.

Insurance

The Learning Site shall procure and maintain General Liability insurance, commercial form with \$1,000,000 minimum limit for each Occurrence and minimum limit of \$2,000,000 General Aggregate, as mutually agreed upon for this placement agreement. This requirement can be met with a certified program of self-insurance.

The California State University system has elected to be insured for its General Liability exposure through the self-insured CSU Risk Management Authority. The State of California has elected to be self-insured for its vehicle liability and property exposures. As a State Learning Site, the California State University, Office of the Chancellor, the Trustees, and the CSU system of campuses are included in this self-insured program.

Status of Student

Students shall at no time throughout this agreement be considered officers, employees, agents, or volunteers of CSUMB.

Governing Law

All contracts and purchase orders shall be construed in accordance with, and their performance governed by, the laws of the State of California. Further, the Learning Site shall comply with any state or federal law applicable to the Learning Site's performance under this Contract.

Assignments

Without written consent of CSUMB, this agreement is not assignable by the Learning Site either in whole or in part.

Agreement Alternations and Integration

No alternation or variation of the terms of the agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto.

Endorsement

Nothing contained in this Agreement shall be construed as conferring on any party hereto any right to use the other party's name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore, nothing in this Agreement shall be construed as endorsement of any commercial product or service by CSUMB, its officers, or employees.

Survival

Upon termination of this contract for any reason, the terms, provisions, representations, and warranties contained in this agreement shall survive expiration or early termination of this agreement.

Severability

If any provision of this agreement is held invalid by any law, rule, order of regulation of any government, or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.

Entire Agreement

This agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements, and understandings with respect thereto. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied herein, and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not set forth herein.

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DISCUSSION ITEMS

Discussion items are intended to allow for discussion and questions. No action may be taken on a discussion item. Discussion items may not be changed to action items.

Discussion Item Information

Title of Item: Stakeholder Feedback - New LCAP

Meeting Date: 3/21/24

Session: Open **Summary:**

The Local Control Accountability Plan is a 3 year plan consisting of goals and action steps that we align with our budget. This year ends our current 3 year LCAP. We will be brainstorming goal areas and action steps. This is the first of multiple stakeholder engagements. The staff, families, and oldest students will be having similar sessions. More data will be collected within the next month via stakeholder surveys for staff, families, and students.

Paquete del equipo de administración del sitio de la escuela autónoma Linscott

Información del elemento de acción

Título del artículo: Comentarios de las partes interesadas - Nuevo LCAP

Fecha de la reunión: 21/03/24

Sesión: Abierta

Resumen:

El Plan de Responsabilidad de Control Local es un plan de 3 años que consta de objetivos y pasos de acción que alineamos con nuestro presupuesto. Este año finaliza nuestro LCAP actual de 3 años. Haremos una lluvia de ideas sobre áreas de objetivos y pasos de acción. Este es el primero de múltiples compromisos de las partes interesadas. El personal, las familias y los estudiantes mayores tendrán sesiones similares. Se recopilarán más datos durante el próximo mes a través de encuestas a las partes interesadas para el personal, las familias y los estudiantes.

Presentation Information

Title of Item: Mid-year Update: Budget

Meeting Date: 3/21/2024

Session: Open **Summary:**

An update of our current spending and projections will be presented.

Paquete del equipo de administración del sitio de la escuela autónoma Linscott

Información del elemento de acción

Título del artículo: Actualización de mitad de año: Presupuesto

Fecha de la reunión: 21/03/2024

Sesión: Abierta

Resumen:

Se presentará una actualización de nuestro gasto actual y proyecciones.