



Site Management Team Regular Meeting Agenda and Packet

Date: May 23, 2024

Time: 5:30 pm

Location: In-Person in the Lion's Lair Humanities 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 Quorum

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:

SMT Meeting Minutes 5/9/24

Action & Discussion Items:

1. (Action) Revise 12 Month Employee Job Descriptions
2. (Action) Permission to Post and Initiate Hiring Procedures for Open Positions Between 5/24-8/14
3. (Discussion) SMT Terms
4. (Discussion) LCAP Goals/Actions

Adjournment

**There will be a brief public comment session prior to each agenda item. Comments may be limited to 3 minutes.*

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:

1. Acta de la reunión de SMT 9/05/24

Elementos de acción y discusión:

1. (Acción) Revisar las descripciones de trabajo de los empleados de 12 meses
2. (Acción) Permiso para publicar e iniciar procedimientos de contratación para puestos vacantes entre el 24 de mayo y el 14 de agosto
3. (Discusión) Términos SMT
4. (Discusión) Metas/Acciones del LCAP

Aplazamiento

**Habrá una breve sesión de comentarios públicos antes de cada tema agendado. Los comentarios pueden limitarse a 3 minutos.*

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
 May 9th 2024
 In-person and via Zoom

Time:	Item:		
Call to order: 5:35pm	SMT Members Present: <input type="checkbox"/> Sarah Diaz-Bastin <input type="checkbox"/> Lety Perez (Zoom) <input type="checkbox"/> Emily Villaron <input type="checkbox"/> Alison Guerin <input type="checkbox"/> Tom West <input type="checkbox"/> Felipe Gamboa <input type="checkbox"/> Karina Vega <input type="checkbox"/> Alyssa Khan <input type="checkbox"/> Josie Montes (Zoom) SMT Members Absent: <input type="checkbox"/> Heidi Claypool <input type="checkbox"/> Seth Lewis		Linscott Staff/Community Members Present: <input type="checkbox"/> Alicia Doolittle, Linscott AD <input type="checkbox"/> Radhika Kirkman (PVFT)
Approval of Agenda			Motion: Motion to approve the agenda as written. Moved: Tom Seconded: Sarah Yes: 7 No: 0 Abstain: 0 Absent: 2
Read Mission Statement: Alyssa Khan			
Correspondence	<input type="checkbox"/> Letter from Linscott parent re: camps offered during the summer by PVUSD. Alicia is reaching out to PVUSD to see if Linscott can be included in extended learning opportunities. <input type="checkbox"/> Letter from a Linscott parent re: eye wash protocols. Alicia responded to the parent re: their concern.		
Announcements & Appreciations	<input type="checkbox"/> Appreciation to Emily in the office for all the work that she does. <input type="checkbox"/> Appreciation to all staff for caring so much about the students. <input type="checkbox"/> Huge shout out to Patti for organizing teacher appreciation events this week. She has put in a lot of love and work into the week.		
Student Council Report	<input type="checkbox"/> Renaissance Day is coming up, not sure of the day.		



PVFT Report	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> PVFT has a scholarship for any PVFT member who has a graduating senior. This year, Michelle’s son, Owen, who is also a Linscott alumni, is attending SJSU, and is receiving a PVFT scholarship. <input checked="" type="checkbox"/> Dr. Contreras, the new PVUSD Superintendent, started last week and is starting to visit all sites before the end of the school year. <input checked="" type="checkbox"/> Dr. Contreras is holding a community meet and greet session: <ul style="list-style-type: none"> o Monday May 13 @ 6:00 pm @ PV High Cafeteria o Wednesday May 15 @ 6:00 pm @ Watsonville High Cafeteria 		
LFKF Report	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Cassidy’s pizza fundraiser was an incredible success. <input checked="" type="checkbox"/> Sees candy fundraiser is ongoing- last day is tomorrow, 5/10/24. <input checked="" type="checkbox"/> Water bottle fillers have arrived, installation date is TBD. <input checked="" type="checkbox"/> Purchased lawn games for Million Words Carnival. 		
Director’s Report	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Purpose of teacher appreciation week, they pour their hearts and souls into every student <input checked="" type="checkbox"/> Average Daily Attendance <ul style="list-style-type: none"> o April 15- May 10: 95.54% o Period 2 (P2) Certification: 94.24% in 2024 compared to 94.04% in 2023 <input checked="" type="checkbox"/> Family Survey <input checked="" type="checkbox"/> Events: <ul style="list-style-type: none"> o Teacher Appreciation Week - May 6-10th - NOW! o CAASPP Testing - May 7-16 (grades 3-8) - NOW! o Portfolio Conferences (½ days) - May 8-10 - NOW! o Heart Room Puppet Show - May 16th o Million Words Carnival - May 17th 		
PUBLIC COMMENT: <i>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.</i>			
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Felipe-Can parents or LFKF be asked to help Patti with staff appreciation events? <input checked="" type="checkbox"/> Radhika-Happy teacher appreciation week! PVFT will be stopping by tomorrow to give teachers a gift. 			
Consent Agenda		Motion: Motion to approve the 3/24/24 and 4/25/24 SMT Meeting Minutes as written.	Moved: Alison Seconded: Tom Yes: 9 No: 0 Absent: 0
1. (Action) Revise Classified Salary	We are required to add a “Student Helper” to our Classified Salary Schedule in order to pay a newly hired high school student who has been hired to tutor Linscott	Motion: Motion to approve the revised Classified Salary Schedule	Moved: Alyssa Seconded:



Schedule	students.	as written.	Felipe Yes: 8 No: 0 Absent: Abstain: 1
2. (Discussion) Stakeholder Feedback - New LCAP	<p>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.</p> <ul style="list-style-type: none"> ☐ Goal 1: Linscott commits to meeting the needs of all students. ☐ Goal 2: Linscott commits to fostering effective family–school partnerships to support family engagement, student achievement, and school improvement ☐ Goal 3: Linscott commits to maintaining our diverse group of highly qualified teachers who are skilled in supporting the whole child and in creating an enriched, rigorous 21st century learning environment. ☐ Goal 4: Linscott commits to transparent and collaborative governance. 		
Meeting Adjourned: 7:09 pm Next Meeting: 5/23/2024, 6/13/24, 6/20/24			

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: 12 Month Classified Employee Job Descriptions

Meeting Date: 5/23/24

Session: Open

Summary:

This item revises all 12 Month Classified Employee job descriptions to provide one vacation day per month worked.

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

Información del elemento de acción

Título del artículo: Descripciones de trabajo de empleados clasificados de 12 meses

Fecha de la reunión: 23/05/24

Sesión: Abierta

Resumen:

Este artículo revisa todas las descripciones de trabajo de los Empleados Clasificados de 12 meses para proporcionar un día de vacaciones por mes trabajado.



Linscott Student Information Manager Job Description Classified Employee Position

Job Specifications

Under the direction of the Administrative Director, the Student Information Manager oversees and supports the planning, implementation, data entry, data retrieval, and assessment of data collection and reporting procedures to meet Federal, State, and local requirements. The Student Information Manager also oversees the yearly lottery process and is in charge of accepting new students.

Essential Duties

Enrollment Responsibilities:

- ☑ Provides information to the public regarding enrollment through personal or phone contact, appropriate written materials and regularly updated website
- ☑ Takes lead on the recruitment, application, and enrollment process
- ☑ Supports and facilitates orientation through summer mailing, registration and orientation night at the beginning of the year and mid-year for new families
- ☑ Provides for Spanish translation of all written materials as needed and for translators as needed for conferences.

Student Record Responsibilities:

- ☑ Establishes and maintains all student records acts as liaison to cumulative files
- ☑ Maintains accurate student information in SIS Data Management System and ensures updates are made in a timely manner. Ensures the student schedules are correct and makes any changes to classes throughout the school year
- ☑ Oversees reporting, auditing, and archiving of all attendance records
- ☑ Handle all free and reduced meal applications
- ☑ Maintains accurate daily collection of attendance information and informs parents of excessive tardies and absences throughout the year
- ☑ Ensures that all students are following State laws regarding immunization records and inputs yearly data for State report
- ☑ Ensures all State requirements are met for short-term Independent Study

Parent Record Responsibilities:

- ☑ Maintains confidential parent records and related paperwork
- ☑ Prepares parent/student information packets for orientation, provides follow-up as needed, and maintains all records
- ☑ Updates school roster as needed
- ☑ Publishes a weekly newsletter of school events and announcements
- ☑ Process field trip forms and driver information through PVUSD Risk Management
- ☑ Track fingerprinting clearance of parent volunteers
- ☑ Acknowledge, observe and promote parent volunteerism

Basic Health Service Responsibilities:

- ☑ Administers first aid, dispurses medications, conducts lice checks, etc.



- ☑ Ensures Immunization requirements are met for each student, charts medical records in cum file and completes yearly state reports
- ☑ Updates Student Medical Roster and appropriate notifications
- ☑ Obtains necessary Medical documentation and stores all student medications / coordinates meds for field trips.
- ☑ Schedules and facilitates student vision and hearing screenings, including follow and data entry in student cumulative files and digital database
- ☑ Coordinates and implements school level response to urgent health situations (lice, streptococcus, COVID-19, etc.)

Other Responsibilities Pertaining to Student Wellbeing:

- Coordinate and manages lunch and breakfast programs
- Act as a liaison between Linscott, the family, and community programs
- Assist with administrative tasks including Exploratory classes

Other Responsibilities Pertaining to School Operations:

- Answer incoming calls and takes appropriate messages while in the office
- Provide information, answers questions about school classes, activities and program, and directs callers and visitors to appropriate personnel
- Coordinate Special Projects as needed as direction of Administrative Director
- Perform supervisory duties as required and/or at the direction of the Administrative Director
- Perform other related duties as required and/or at the direction of the Administrative Director

Minimum Qualifications

- Bachelor's Degree or at least three (3) years experience in Student Information Systems
- Ability to possess a valid California driver's license (*as appropriate to the assignment*) and ability to be insurable

Desirable Qualifications

- ☑ Knowledge of Federal, State, and local student information reporting requirement for both general and Special Education programs
- ☑ Must be able to collaborate effectively with School personnel, the general public, and work with other staff
- ☑ Good decision-making and problem solving skills
- ☑ Ability to develop implement, monitor, and evaluate program goals and initiatives
- ☑ Experience working in charter schools and/or California public schools
- ☑ Previous experience in student information management in a school setting
- ☑ Experience working within a diverse, multicultural community



- ☐ Ability to speak or read a language other than English

Working Conditions

School working environment subject to bending, crouching or kneeling to assist students, pushing/pulling and lifting of instructional equipment and supplies, sitting on chairs and/or floor and leaning over desks for prolonged periods of time and reaching in all directions. Typically indoor work environment, may require some limited exposure to outdoor environment in order to supervise students. When working outdoors one may be exposed to a wide range of temperatures with exposure to extreme weather conditions, which include but are limited to heat, cold, rain, wind, and high humidity.

Work Schedule:

- 40 hours per week, 8 hours/day, including two 15 minute breaks, and 40 minute lunch. Daily hours should align to best meet the needs of the school. Changes to daily or weekly schedule to be arranged in advance with approval of the Administrative Director and based on the needs of the school.
- Annual schedule not to exceed 215 paid days per year to coincide with the 188 Day Certificated Calendar, plus additional days between the beginning of July and the last full week of June. Days must be approved by the AD by May 1 for the ensuing year.
- Attendance at 6 evening or weekend school events will be compensated at time and a half in the form of paid time off. All compensated time is available for employee use after attendance at the evening event and must be used by the end of the employee's work year. Unused time does not accumulate.
- All school calendar holidays, vacation days, and remaining days in July and June are considered non-work days.

Salary: Student Information Manager, Linscott Charter School Classified Salary Schedule (See Salary Advancement Policy # 4143 for initial placement and advancement policy.)

Benefits:

- Health Benefits, PERS Contribution, and miscellaneous withholdings to be paid by Linscott Charter School.
- Personal/Sick Leave ~~10~~ 12 days per year (inclusive). Unused days will accumulate.



**Linscott Accounting/HR Manager
Job Description
Classified Employee Position**

Job Specifications

Under the supervision and direction of the Administrative Director, the Accounting/HR Manager is responsible for payroll, human resources, and purchasing activities as well as providing a presence in the office for students, parents, staff, teachers, and public needs, and assist the Administrative Director as needed in the overall administration of the school. Work requires the use of independent judgment, initiative and communication skills.

Essential Duties

General Office Responsibilities

- ☑ Answers incoming calls and takes appropriate messages provides information, answers questions about the school, activities, and program, directs callers and visitors to appropriate personnel facilities arrangements for school activities oversees the maintenance of all office equipment, including copier
- ☑ Facilitates communication to Linscott families through posters, newsletters, etc. and acts as a conduit for communication from AD and staff to parents
- ☑ Organizes and implements the purchase, storage, and distribution of the school's stock of classroom, office, custodial, health, and athletic supplies
- ☑ Sorts mail independently generates correspondence as needed, and/or at the direction of the AD
- ☑ Performs other related duties as required and/or directed by the Administrative Director.

Purchasing and Payables Responsibilities

- ☑ Handles materials and supplies school-wide purchases for classrooms, office, and other needs in accordance with SMT adopted budget and with AD guidance
- ☑ Establishes open accounts with vendors places orders, researches cost benefits
- ☑ Places and tracks classroom orders
- ☑ Ensures that all outstanding bills are paid in a timely fashion

Personnel Responsibilities

- ☑ Maintains all confidential employee files
- ☑ Submits all payroll accounting paperwork and facilities payroll accuracy
- ☑ Manages New Hire processing
- ☑ Tracks Certification Renewal status and notifies staff of actions needed

Basic Health Service Responsibilities:

- ☑ Establishes and maintains medical documentation and staff certifications and clearances
- ☑ Arranges for proper training of office staff
- ☑ Schedules CPR and First Aid Certifications for staff
- ☑ Schedules and maintains a system for health screenings for staff as appropriate.



Other Responsibilities Pertaining to School Operations:

- ☑ Answer incoming calls and takes appropriate messages while in the office
- ☑ Provide information, answers questions about school classes, activities, and program, and directs callers and visitors to appropriate personnel
- ☑ Coordinate Special Projects as needed under the direction of the Administrative Director
- ☑ Perform other related duties as required and/or at the direction of the Administrative Director

Desirable Qualifications

- Preferred completion of a bachelor's degree in human resources management, business, or related field and two years of increasingly responsible work in human resources. Educational requirements may be waived with a minimum of 3 years of increasingly responsible experience in human resources or a related field.
- Thorough, detail-oriented, and quality-conscious individual who can balance multiple assignments
- Experience working in charter schools and/or California public schools
- Experience working within a diverse, multicultural community
- Ability to speak, read, and write in Spanish

Work Schedule

- 40 hours per week, 8 hours/day, including a 15-minute break, and 30-minute lunch. Daily hours should align to best meet the needs of the school. Changes to daily or weekly schedule to be arranged in advance with approval of the Administrative Director and based on the needs of the school.
- Annual schedule not to exceed 215 paid days per year to coincide with the 188 Day Certificated Calendar, plus additional days between the last full week of July and the last full week of June. Days must be approved by the AD by May 1 for the ensuing year.
- Attendance at 4 evening or weekend school events will be compensated at time and a half in the form of paid time off. All compensated time is available for employee use after attendance at the evening event and must be used by the end of the employee's work year. Unused time does not accumulate.
- All school calendar holidays, vacation days, and remaining days in July and June are considered non-work days.

Physical Demands

- While performing the duties of this job, the employee is regularly required to walk, sit, use hands to finger, handle or feel, talk, or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds.

Salary: HR/Accounting Manager, Linscott Charter School Classified Salary Schedule (See Salary Advancement Policy # 4143 for initial placement and advancement policy.)

SMT Approved 6/22/2021



Benefits:

- Health Benefits, PERS Contribution, and miscellaneous withholdings to be paid by Linscott Charter School.
- Personal/Sick Leave ~~10~~ 12 days per year (inclusive). Unused days will accumulate.

Action Item Information

Title of Item: Permission to Post and Initiate Hiring Procedures for Open Positions
Between May 24 and Aug. 14

Meeting Date: 5/23/24

Session: Open

Summary:

Request for flexibility to initiate hiring if an opening occurs between this meeting and Aug. 14th. If an opening occurs for a previously approved and filled position between now and the first day of the school year, this item will allow the AD to post the position and convene a hiring panel.

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

Información del elemento de acción

Título del artículo: Permiso para publicar e iniciar procedimientos de contratación para puestos vacantes entre el 24 de mayo y el 14 de agosto

Fecha de la reunión: 23/05/24

Sesión: Abierta

Resumen:

Solicitud de flexibilidad para iniciar la contratación si se produce una vacante entre esta reunión y el 14 de agosto. Si se produce una vacante para un puesto previamente aprobado y cubierto entre ahora y el primer día del año escolar, este elemento permitirá al AD publicar el puesto y convocar un panel de contratación.

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: SMT Terms

Meeting Date: 5/23/2024

Session: Open

Summary:

Discussion regarding SMT member terms and plans for filling SMT vacancies.

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

Información del tema de discusión

Título del artículo: Términos SMT

Fecha de la reunión: 23/05/2024

Sesión: Abierta

Resumen:

Discusión sobre los términos de los miembros de SMT y los planes para cubrir las vacantes de SMT.

Discussion Item Information

Title of Item: Stakeholder Feedback - New LCAP

Meeting Date: 5/23/2024

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 discussing possible goals and actions.

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

Información del tema de discusión

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

Fecha de la reunión: 23/5/24

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. Estaremos discutiendo posibles objetivos y acciones.