



Site Management Team Regular Meeting Agenda and Packet

Date: May 9, 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 3/21/24 & 4/25/24

Action & Discussion Items:

1. (Action) Revise Classified Salary Schedule
2. (Discussion) Stakeholder Feedback - New LCAP

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:

Actas de la reunión de SMT 21/03/24 y 25/04/24

Elementos de acción y discusión:

1. (Acción) Revisar el calendario salarial clasificado
2. (Discusión) Comentarios de las partes interesadas: nuevo 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
 March 21st, 2024
 In-person and via Zoom

Time:	Item:				
Call to order: 5:36pm	SMT Members Present: <ul style="list-style-type: none"> ☑ Sarah Diaz-Bastin (Chair) ☑ Lety Perez ☑ Josie Montes ☑ Emily Villaron ☑ Alison Guerin ☑ Heidi Claypool (Zoom) ☑ Seth Lewis (Zoom) ☑ Tom West ☑ Felipe Gamboa ☑ Karina Vega ☑ Alyssa Khan 		Linscott Staff/Community Members Present: <ul style="list-style-type: none"> ☑ Alicia Doolittle, Linscott AD ☑ Radhika Kirkman, PVFT (Zoom) ☑ Danu Schoeck, Linscott Parent/LFKF (Zoom) 		
Approval of Agenda			<table border="0" style="width: 100%;"> <tr> <td style="width: 75%;"> Motion: Motion to approve the agenda with the addition of adding the MOU school calendar </td> <td style="width: 25%;"> Moved: Tom Seconded: Lety Yes: 8 No: 0 Abstain: Absent: 1 </td> </tr> </table>	Motion: Motion to approve the agenda with the addition of adding the MOU school calendar	Moved: Tom Seconded: Lety Yes: 8 No: 0 Abstain: Absent: 1
Motion: Motion to approve the agenda with the addition of adding the MOU school calendar	Moved: Tom Seconded: Lety Yes: 8 No: 0 Abstain: Absent: 1				
Read Mission Statement: Read by Karina					
Correspondence	<ul style="list-style-type: none"> ☑ Via phone- a parent contacted Alicia re: a brand of clothing (“Cookies”). ☑ Karina received a phone call re: the same brand of clothing. ☑ Alicia sent a reminder to middle school about the Linscott dress code. 				
Announcements & Appreciations	<ul style="list-style-type: none"> ☑ Shout out to the whole school-today was a school wide field trip to the Mello Center which required a reconfiguration of the daily schedule. ☑ Thank you to Emily Trato for the upcoming school registration. She is the most organized and lovely person. ☑ Shout out to Russell for being amazing, he is always moving around making sure the kids are safe. He is really cool, never on this phone, and always engaged with the students. 				



Student Council Report	<ul style="list-style-type: none"> ☑ Will be selling Linscott pencils soon ☑ Sprit days; Twin Day and Renaissance Day ☑ Saving money to purchase a buddy bench
PVFT Report	<ul style="list-style-type: none"> ☑ Reading Opens the World was a huge success ☑ A new PVUSD Superintendent has been hired ☑ Continued contract negotiations ☑ Upcoming school calendars need to be approved by SMT for contracts
LFKF Report	<ul style="list-style-type: none"> ☑ Submitted an application for a garden grant from Whole Foods to make improvements to the school garden and get some life lab curriculum. Big shout out to Sarah, Michelle, and Mike for their assistance with applying for the grant. ☑ Call went out to Linscott community for support in the garden ☑ Mother's Day Sees Candy Fundraiser ☑ Dine out fundraiser, Linscott community is being asked for input, survey went out in the last Linscott bulletin ☑ Gearing up to finalize the plan for field trips next school year. Looks like a maximum will be given to each teacher and teachers can plan accordingly. ☑ New LFKF website coming soon and social media accounts
Director's Report	<ul style="list-style-type: none"> ☑ Average Daily Attendance <ul style="list-style-type: none"> ○ February 19th - March 17th: 94.31% ○ Fully enrolled in all classes ☑ Brett, Seth and Lisa recently went to a math conference in New Mexico ☑ Student teachers from Toyko visited the campus and taught the Rainbow Room class how to write their names in Japanese ☑ 6th vs. 7th graders kickball tournament, the 7th graders won and will play the 8th graders soon ☑ Performing arts field trip to the Mello Center for whole school was today ☑ Parent education session and LFKF meeting this upcoming Monday ☑ Spring Break 3/29/24 - 4/5/24 (3/28/24 is an early release day) ☑ Lottery Deadline - 4/1/21 <ul style="list-style-type: none"> ○ 139 applicants ○ 77 kinder applicants <ul style="list-style-type: none"> ☑ Expected that 16 kinder spots will be taken by siblings ☑ Tree Trimming - During Spring Break (\$6,700 from Measure L funds) ☑ Talent Show (4/19/21) ☑ Looking into using Measure L funds for carpet replacement ☑ Charter Performane Categories <ul style="list-style-type: none"> ○ Linscott is listed in the High Category (18% of all CA Charters) <ul style="list-style-type: none"> ☑ High - is eligible for 5, 6, or 7 year renewal ○ Only 2 "High" charters in SC County - Linscott is the only classroom based ○ Categories are used for renewal purposes only as a result of a 2020 law, AB 1505.



	<ul style="list-style-type: none"> ○ Explore renewing our current charter 1 year early: outreach to CSDC, outreach to PVUSD, and creating a workgroup
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PUBLIC COMMENT:
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.

- ☑ Lety was asked by teacher Lisa to help out with the Million Word Carnival in May. Date is TBD.
- ☑ Olympic Day is May 31st.
- ☑ Live like Coco - books for students on their birthday and maybe at the Million Words Carnival
- ☑ Yearbook - picture folders will be available soon
- ☑ How can we recruit more parent volunteers? What is already in place? How can LFKF support? Are there ways parents can volunteer outside of the classroom?
- ☑ Watsonville Wetlands Watch for 4th graders is available and should be shared with 4th graders

Consent Agenda	2/22/24 SMT Meeting Minutes and MOU for the adoption of school calendars for 24-25, 25-26, and 26-27 school years.	Motion: Motion to approve the consent agenda in its entirety.	Moved: Tom Seconded: Karina Yes: 9 No: 0 Absent: 0
1. (Action) Approve 5 year Agreement with CSUMB for Social Work Intern Placement	Beginning in 2023-24, Linscott began receiving approximately \$18,000-\$19,000 in funds to be used toward mental health services. This ongoing funding 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 fieldwork/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.	Motion: Motion to approve the University-Agency Agreement For Placement of Students between Linscott Charter and CSU Monterey Bay. With a cost not to exceed \$10,000 per year.	Moved: Karina Seconded: Alyssa Yes: 9 No: 0 Absent: 0
2. (Discussion) Stakeholder Feedback - New LCAP	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.	Motion: Motion to postpone Discussion Item #2 to next SMT Meeting.	Moved: Tom Seconded: Lety Yes: 9 No: 0 Absent: 0



<p>3. (Presentation) Midyear Update: Budget</p>	<p>An update of our current spending and projections will be presented.</p>
<p>Meeting Adjourned: 7:54pm Next Meeting: Thursday, April 18th, 2024 @ 5:30 pm</p>	



Linscott Charter School
 Site Management Team Meeting
 April 25th, 2024
 In-person and via Zoom

Time:	Item:		
Call to order: 5:35pm	SMT Members Present: <ul style="list-style-type: none"> ☑ Sarah Diaz-Bastin (Chair) ☑ Lety Perez ☑ Emily Villaron (Zoom) ☑ Alison Guerin (Zoom) ☑ Heidi Claypool (Zoom) ☑ Tom West ☑ Felipe Gamboa (Zoom) ☑ Karina Vega ☑ Alyssa Khan SMT Members Absent: <ul style="list-style-type: none"> ☑ Josie Montes ☑ Seth Lewis 		Linscott Staff/Community Members Present: <ul style="list-style-type: none"> ☑ Alicia Doolittle, Linscott AD ☑ Danu (LFKF)
Approval of Agenda	5:37 Tom arrived late and did not vote for approval of agenda 6:06 Alison logged off and left the meeting 6:26 Felipe left and returned at 6:27 (voted to approve music teacher posting when he came back) 6:45 Emily logged off 6:50 Felipe logged off	Motion: Motion to approve the agenda as written.	Moved: Lety Seconded: Alyssa Yes: 7 No: 0 Abstain: 0 Absent: 2
Read Mission Statement: Read by Alicia			
Correspondence	<ul style="list-style-type: none"> ☑ Teacher Sandy-farewell letter ☑ Not correspondence but last visit from Murry Sheckman 		
Announcements & Appreciations	<ul style="list-style-type: none"> ☑ Lety- Thank you to teacher Sandy, sad that she is gone but happy for her ☑ Alicia- Added that Teacher Sandy was hired just before the pandemic and had to quickly adjust how to teach music and PE online and it was amazing. Since then she has carried some things over to the classroom. One of Alicia's huge appreciations is to everyone that presented in the talent show ☑ Alison- The talent show was so amazing, it was so good. She was so happy. 		



Student Council Report	<ul style="list-style-type: none"> ☑ Francis (student)- have been fundraising for school projects. <ul style="list-style-type: none"> ○ Recently sold strawberries and cream to go towards a buddy bench and anti bullying theme (art piece) for pizza party ○ Also planning to do another bench (inspired by WCSA) and adding a senior bench on the Westside playground ○ Will need donations for the bench and any funds would be appreciated ○ Alicia- added instead of the art pieces maybe door competition and would like to have Francis touch base with Alyssa for 8th grade gift to the school.
PVFT Report	<ul style="list-style-type: none"> ☑ No report
LFKF Report	<ul style="list-style-type: none"> ☑ Denu- Two upcoming fundraising opportunities before the end of the year ☑ Cassidy's pizza on this upcoming Tuesday (dine in or carry out, 20% of all sales), good community building ☑ See's Candy for Mother's day, will try to make it affordable for students to buy for their mom's, days for sale May 6, 9, 10th. ☑ Working on a plan for field trips, the plan right now is to allocate \$1,000 per classroom for field trips and if there is a special field trip then those will be considered on a case by case basis. ☑ Getting \$4,000 for the garden, Mike and Michele are very involved with the garden project, would like to add more seating and maybe they could talk to the 8th graders about a partnership for more setting ☑ Looking into getting two water filling stations at the school, the project seems like it is a go ahead and LFKF will be paying for both. Estimated to happen soon, PVUSD has committed to installing them on the weekend once they arrive. ☑ We now have LFKF social media, follow us and spread the word! (Facebook & Instagram)
Director's Report	<ul style="list-style-type: none"> ☑ Average Daily Attendance <ul style="list-style-type: none"> ○ March 18 - April 14: 94.34% ☑ Lottery went really well and everyone knew what they were doing. <ul style="list-style-type: none"> ○ Felipe added inviting a SMT member to parent academy meeting when parents of students that are admitted attend. ☑ We had a solar eclipse and Alicia pulled out groups of students from all grades to check it out with solar eclipse-approved glasses and they were able to see it live and see their responses which were both very similar and exciting. ☑ Alicia and Emily attended a training on how to respond to threats from verbal to those made via social media platforms. ☑ 4/25 Agriculture program for students to attend through the garden grant ☑ Odds and Ends <ul style="list-style-type: none"> ○ Upcoming Events: <ul style="list-style-type: none"> ☑ Family Survey is out now- Please take it now ☑ LFKF Meeting - May 2nd ☑ Campus Beautification Day, all gardening - May 4th ☑ Teacher Appreciation Week (LFKF hosting, Patty working on schedule)- May 6-10th ☑ CAASPP Testing - May 7-16 (grades 3-8) ☑ Portfolio Conferences (½ days) - May 8-10 ☑ Million Words Carnival - May 17th

PUBLIC COMMENT:
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



<i>minutes.</i>			
☑ No public comment			
Consent Agenda	1/30/24 SMT Meeting Minutes	Motion: Motion to approve the 1/30/24 SMT Meeting Minutes as written.	Moved: Alyssa Seconded: Lety Yes: 7 No: 0 Absent: 2
1. (Action) Revised Music Teacher Job Description	<p>The Music Instructor position will shift to a Music Teacher position. As a certificated position, the job description needs to be revised to add language to align with language in the Collective Bargaining Agreement with PVFT.</p> <ul style="list-style-type: none"> ☑ Review job description edits ☑ Music will be posted for K-6 but 6th grade having the flexibility for other exploratory opportunities. ☑ Discussed: <ul style="list-style-type: none"> ○ how this will impact the budget (parallel switch) ○ Edits (instructor > teacher, Training/Experience, Salary schedule, benefits) ○ Title of position posting <p>Public comment: No public comment</p>	Motion: Motion to approve the job description for the Music Teacher position as written.	Moved: Sarah Seconded: Lety Yes: 6 No: 1 Absent: 2
2. (Action) Request to Post Position	<p>Posting on Edjoin and Indeed with a hiring panel (member staff, member of SMT, and AD)</p> <p>Public comment: Danu: In favor of having a music teacher to give the teachers time to prep and also for students to have the opportunity to explore music</p>	Motion to post and convene a hiring panel for the Music Teacher position.	Moved: Tom Seconded: Alyssa Yes: 7 No: 0 Absent: 2
3. (Action) Summer Stipend Schedule	<p>We are required to have a board approved stipend schedule for our summer program. The amounts listed are in line with what we have offered in previous years.</p> <ul style="list-style-type: none"> ☑ -5 weeks of different staff working ☑ -Salary schedule based on per week, salary based on next school year ☑ Certificated Instructional Staff - 2024-24 per diem per day of work (5 days plus 2 planning days) 	Motion: Motion to approve the Linscott Summer Program stipend schedule as written	Moved: Tom Seconded: Lety Yes: 7 No: 0 Absent: 2



	<ul style="list-style-type: none"> ☑ -Classified Instructional Staff- \$2,225 for the week (5 days plus 2 days of planning days) ☑ Based on step 1, column 1 ☑ -Enrichment staff- If current employee will receive what they currently get paid ☑ Otherwise \$34.32/hr. ☑ -Classified support staff (Aides and Office Staff) - \$17/hr. <p>Public comment: No public comment</p>		
<p>4. (Action) Revised Enrollment Policy (#3000)</p>	<p>Our attorneys have recommended we revise our enrollment policy to align with current practices regarding siblings on the waitlist. This is bringing our policy current with a long held practice.</p> <p>Public comment: No public comment</p>	<p>Motion: Motion to revise the Linscott Linscott Enrollment Policy #3000 as written.</p>	<p>Moved: Lety Seconded: Karina Yes: 7 No: 0 Absent: 2</p>
<p>2. (Discussion) Stakeholder Feedback - New LCAP</p>	<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. 		
<p>Meeting Adjourned: 7:21pm Next Meeting: 5/9/2024, 5/23/2024, 6/13/24, 6/27/24</p>			

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: Revise Classified Salary Schedule

Meeting Date: 5/9/24

Session: Open

Summary:

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 students.

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

Información del elemento de acción

Título del artículo: Revisar el calendario salarial clasificado

Fecha de la reunión: 9/5/24

Sesión: Abierta

Resumen:

Estamos obligados a agregar un “Ayudante de Estudiante” a nuestra Lista de Salarios Clasificados para poder pagarle a un estudiante de secundaria recién contratado que ha sido contratado para dar tutoría a los estudiantes de Linscott.

2023-24 LINS COTT CLASSIFIED SALARY SCHEDULE

Range	Contract Days	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 (Yr. 6-12)	Step 7 (yrs 13-18)	Step 8 (yrs 19+)
38	184	Instructional/Teacher's Aide <i>Revised for 23-24</i>	\$17.00	\$17.80	\$18.64	\$19.52	\$20.45	\$21.42	\$22.44	\$23.51
38	184	Student Helper	\$17.00	\$17.80	\$18.64	\$19.52	\$20.45	\$21.42	\$22.44	\$23.51
45	230	Maintenance Supervisor	\$23.58	\$24.76	\$26.00	\$27.30	\$28.66	\$30.10	\$31.60	\$33.18
52	185	Site Tech Support Technician	\$28.00	\$28.42	\$28.85	\$29.28	\$29.72	\$30.16	\$30.62	\$31.08
53	215	HR/Accounting Manager	\$29.56	\$31.12	\$32.76	\$34.49	\$36.31	\$38.22	\$40.23	\$42.35
53	215	Student Information Manager	\$29.56	\$31.12	\$32.76	\$34.49	\$36.31	\$38.22	\$40.23	\$42.35
56	182	Enrichment Instructor* <i>Revised for 23-24</i>	\$34.32	\$36.56	\$38.80	\$41.04	\$43.28	\$45.52	\$47.76	\$50.00
		<i>*Employee-only benefits</i>								
									<i>Board Approved 5/9/2023</i>	
									<i>Effective as of 7/1/2023</i>	

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: 5/9/2024

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: 9/5/24

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.