



Site Management Team Regular Meeting Agenda and Packet

Date: August 22, 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

PVFT Report

LFKF Report

Director's Report

Public Comments on Regular or Non-Agenda Items*

Consent Agenda:

SMT Meeting Minutes 6/20/24, 7/18/24, 7/25/24

Action & Discussion Items:

1. (Action) Appoint New SMT Member
2. (Action) Resolution on Sufficiency of Instructional Materials
3. (Action) Americorps Volunteer Contract
4. (Action) Review of Civility Policy #1010
5. (Action) Review of General Complaint Policy #1011
6. (Discussion) Mentor Stipend
7. (Discussion) Set Date for SMT Retreat

Adjourn to Closed Session

Closed Session:

1. Anticipated Litigation § 54956.9(d)(2) or (3)

Adjourn to Open Session

Report Out from Closed Session

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 PVFT

Informe LFKF

Informe del director

Comentarios públicos sobre temas regulares o fuera de la agenda

Agenda de consentimiento:

Actas de las reuniones del SMT del 20/6/24, 18/7/24 y 25/7/24

Elementos de acción y discusión:

1. (Acción) Designar nuevo miembro del SMT
2. (Acción) Resolución sobre la suficiencia de los materiales didácticos
3. (Acción) Estipendio para mentores
4. (Acción) Contrato de voluntariado de Americorps
5. (Acción) Revisión de la política de civildad n.º 1010
6. (Discusión) Fijar fecha para el retiro del SMT

Aplazamiento a sesión cerrada

Sesión cerrada:

1. Litigios previstos § 54956.9(d)(2) o (3)

Aplazamiento a sesión abierta

Informe de la sesión cerrada

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
 June 20, 2024
 In-person and via Zoom

Time:	Item:		
Call to order: 5:34pm	SMT Members Present: <input type="checkbox"/> Sarah Diaz-Bastin <input type="checkbox"/> Lety Perez <input type="checkbox"/> Emily Villaron <input type="checkbox"/> Alison Guerin <input type="checkbox"/> Tom West <input type="checkbox"/> Josie Montes <input type="checkbox"/> Karina Vega <input type="checkbox"/> Alyssa Khan (zoom) <input type="checkbox"/> Heidi Claypool <input type="checkbox"/> Seth Lewis (zoom) SMT Members Absent: <input type="checkbox"/> Felipe Gamboa	Linscott Staff/Community Members Present: <input type="checkbox"/> Alicia Doolittle, Linscott AD <input type="checkbox"/> Araceli Gonzalez <input type="checkbox"/> Danu Schoeck	
Approval of Agenda	Motion: Motion to approve the agenda as written.		Moved: Josie Seconded: Karina Yes: 8 No: 0 Abstain: 0 Absent: 1
Read Mission Statement: Tom			
Correspondence	<input type="checkbox"/> Resignation letter from Karen Hansen		
Announcements & Appreciations	<input type="checkbox"/> Josie - kudos to Tom for his many years of service on the SMT <input type="checkbox"/> Alicia - kudos to the summer program staff. It's going really well. <input type="checkbox"/> Tom - kudos to Alicia for recognizing him at the 8th-grade graduation for his years of service on the SMT		



Student Council Report	☐ None		
PVFT Report	☐ Tentative agreements		
LFKF Report	☐ New website: Linscott4kids.org ☐ Cassidy’s fundraiser raised over \$700 ☐ Hoping to purchase a buddy bench (co-purchase with Student Council) ☐ Water filling stations (one has been installed but not working yet, the second one is yet to be installed due to construction needs) ☐ Each teacher is getting \$1,000 for field trips next year		
Director’s Report	☐ Annual 23-24 Attendance Certification: 94.58% (22-23 was 94.18%, and 21-22 was 91.89%) ☐ Summer Camp Week 1		
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>			
☐ None			
Consent Agenda		Motion: Motion to approve the 5/23/24 SMT Meeting Minutes as written.	Moved: Josie Seconded: Lety Yes: 8 No: 0 Absent: 1 Abstain: 0
1. (Action) On-Call Tech Stipend	During the school breaks, we often need tech support as our teachers and staff continue to use our systems. We have contacted our current Site Technology Technician to help us resolve issues even when they are off. This can take multiple hours when the situation is complicated. This position is proposed to receive an “on-call” stipend of \$1,500 for work during the school year, which this employee is not scheduled to be on-site. As written, this position is currently an 185-day, hourly position.	Motion: Motion to approve an On-Call Tech Stipend at an hourly rate of 1.5 times their hourly rate up to a maximum of \$1500 for the year. Any additional amount shall be approved by the AD.	Moved: Tom Seconded: Lety Yes: 8 No: 0 Absent: 1 Abstain: 0



	<input checked="" type="checkbox"/> Revised to pay hourly at time and half based on actual hours worked not a flat stipend.		
2. (Discussion) Addition of July Meeting for Hiring	A special SMT meeting will be held on 7/18/24 to discuss hiring.		
3. (Presentation) Proposition 28 Report	<p>This report shows how we used our newest on-going funding stream, Proposition 28.</p> <p>Summary of Prop. 28 Expenses: Revenue: \$32,936 Key Expenses: Salaries: \$7,078.50 Mural Club Instructor Materials: \$2,418.32 Replacement instruments, guitars and paint/supplies for exploratory, paint/supplies for murals Field Trip: \$570.00 Music Conference: \$110.17</p>		
4. (Presentation) Local Indicators	The local indicators show how the school is performing in the areas in the 8 State Priorities based on local metrics. This presentation will support the SMT in understanding the current level of need and areas of success in alignment with the 8 priorities.		
5. (Presentation) Local Control Accountability Plan	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. This presentation is for our new 3-year LCAP (2024-2027)		
6. (Presentation) 2024-2025 Budget	<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"> <input checked="" type="checkbox"/> Goal 1: Linscott commits to meeting the needs of all students. <input checked="" type="checkbox"/> Goal 2: Linscott commits to fostering effective family-school partnerships to support family engagement, student 		



	<p>achievement, and school improvement</p> <ul style="list-style-type: none"> ☑ 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>7. (Action) 2024 Local Control Accountability Plan and Budget</p>	<p>Every year, the Local Control Accountability Plan and annual budget must be passed in the same meeting.</p>	<p>Motion to approve the 2024 LCAP and Budget.</p>	<p>Moved: Tom Seconded: Lety Yes: 8 No: 0 Absent: 1 Abstain: 0</p>
<p>Open Session adjourned to Closed Session: 7:07 pm Report out of Closed Session:</p> <ul style="list-style-type: none"> ☑ Motion to appoint the position of music teacher at .8 FTE. ☑ Vacant teaching positions: 4th and 5th <p>Meeting adjourned: 7:43 pm Future Meetings: 7/18/24</p>			



Linscott Charter School
 Site Management Team Meeting
 July 18th 2024
 Zoom

Time:	Item:		
Call to order: 5:34pm	SMT Members Present: <input checked="" type="checkbox"/> Sarah Diaz-Bastin <input checked="" type="checkbox"/> Lety Perez <input checked="" type="checkbox"/> Emily Villaron <input checked="" type="checkbox"/> Alison Guerin <input checked="" type="checkbox"/> Josie Montes <input checked="" type="checkbox"/> Karina Vega <input checked="" type="checkbox"/> Felipe Gamboa <input checked="" type="checkbox"/> Alyssa Khan SMT Members Absent: None		Linscott Staff/Community Members Present: <input checked="" type="checkbox"/> Alicia Doolittle, Linscott AD
Approval of Agenda			Motion: Motion to approve the agenda as written. Moved: Emily Seconded: Karina Yes: 8 No: 0 Abstain: 0 Absent: 1
Read Mission Statement: None			
Correspondence	<input checked="" type="checkbox"/> None		
Announcements & Appreciations	<input checked="" type="checkbox"/> None		
Student Council Report	<input checked="" type="checkbox"/> None		



PVFT Report	<input type="checkbox"/> None
LFKF Report	<input type="checkbox"/> None
Director's Report	<input type="checkbox"/> None
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>	
<input type="checkbox"/> None	
<p>Open Session adjourned to Closed Session: 5:34 pm</p> <p>Report out of Closed Session:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Motion to appoint the 1.0 FTE positions of PE and 4th-grade teachers. <input type="checkbox"/> Vacant teaching positions: 5th <p>Meeting adjourned: 6:08 pm</p> <p>Future Meetings: TBD</p>	



Linscott Charter School
 Site Management Team Meeting
 July 25th 2024
 Zoom

Time:	Item:		
Call to order: 5:31pm	SMT Members Present: <input checked="" type="checkbox"/> Sarah Diaz-Bastin <input checked="" type="checkbox"/> Lety Perez <input checked="" type="checkbox"/> Emily Villaron <input checked="" type="checkbox"/> Alison Guerin <input checked="" type="checkbox"/> Josie Montes <input checked="" type="checkbox"/> Karina Vega <input checked="" type="checkbox"/> Felipe Gamboa <input checked="" type="checkbox"/> Alyssa Khan SMT Members Absent: <input checked="" type="checkbox"/> Felipe Gamboa <input checked="" type="checkbox"/> Alyssa Khan		Linscott Staff/Community Members Present: <input checked="" type="checkbox"/> Alicia Doolittle, Linscott AD
Approval of Agenda			Motion: Motion to approve the agenda as written. Moved: Sarah Seconded: Lety Yes: 6 No: 0 Abstain: 0 Absent: 2
Read Mission Statement: None			
Correspondence	<input checked="" type="checkbox"/> None		
Announcements & Appreciations	<input checked="" type="checkbox"/> None		
Student Council Report	<input checked="" type="checkbox"/> None		



PVFT Report	<input type="checkbox"/> None
LFKF Report	<input type="checkbox"/> None
Director's Report	<input type="checkbox"/> None
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>	
<input type="checkbox"/> None	
<p>Open Session adjourned to Closed Session: 5:32 pm</p> <p>Report out of Closed Session:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Motion to appoint the 1.0 FTE 5th grade teacher position. <input type="checkbox"/> Motion to appoint the 1.0 FTE Instructional Aid position. <input type="checkbox"/> Meeting adjourned: 6:01 pm <p>Future Meetings: Thursday, August 15th @ 5:30pm</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: Appoint New SMT Member

Meeting Date: 8/22/24

Session: Open

Summary:

The SMT current has one vacancy. The successful candidate will be up for appointment at this meeting.

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

Información del elemento de acción

Título del tema: Designación de un nuevo miembro del SMT

Fecha de la reunión: 22/8/24

Sesión: Abierta

Resumen:

El SMT tiene actualmente una vacante. El candidato seleccionado será designado en esta reunión.

Action Item Information

Title of Item: Resolution on Sufficiency of Instructional Materials

Meeting Date: 8/22/24

Session: Open

Summary:

As a condition of receiving state instructional materials funds, Education Code 60119 and 5 CCR 9531 require that the Governing Board hold an annual public hearing regarding the sufficiency of instructional materials and determine through a resolution whether each student has sufficient textbooks and instructional materials. Pursuant to Education Code 60119, the hearing must be held between the first day that students attend school and the end of the eighth week of the school year.

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

Información del elemento de acción

Título del punto: Resolución sobre la suficiencia de los materiales didácticos

Fecha de la reunión: 22/8/24

Sesión: Abierta

Resumen:

Como condición para recibir fondos estatales para materiales didácticos, el Código de Educación 60119 y el 5 CCR 9531 exigen que la Junta Directiva celebre una audiencia pública anual sobre la suficiencia de los materiales didácticos y determine mediante una resolución si cada estudiante tiene suficientes libros de texto y materiales didácticos. De conformidad con el Código de Educación 60119, la audiencia debe celebrarse entre el primer día en que los estudiantes asisten a la escuela y el final de la octava semana del año escolar.

**WILLIAMS LEGISLATION
EVALUATION OF INSTRUCTIONAL MATERIALS**

Resolution on Sufficiency of Instructional Materials

Whereas, the Governing Board of the Linscott Charter School, in order to comply with the requirements of Education Code 60119, held a public hearing on August 22, 2024, at 5:30pm, which did not take place during or immediately following school hours, and;

Whereas, the information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Linscott Charter School and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Linscott Charter School, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Finding of Sufficient Textbooks or Instructional Materials

Whereas, sufficient textbooks or instructional materials were provided to each student, including each English learner, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics: Kindergarten - Kindergarten-8th Grade Math in Focus
- Science: K-8th Discovery Education
- History-Social Science: 1st-8th grades - TCI - History Alive!
- English/Language Arts, including the English language development component of an adopted program: K-5 Journeys, 6-8 California Collections

Therefore, it is resolved that for the 2024-2025 school year, the Linscott Charter School, has provided each student with sufficient textbooks or instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED THIS _____ day of _____, ____ at a meeting, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Attest:

Chair

Vice-Chair

Action Item Information

Title of Item: Americorps Volunteer Contract

Meeting Date: 8/22/24

Session: Open

Summary:

Linscott has again been invited to partner with Notre Dame Mission Volunteers-AmeriCorps (NDMVA) to place a member at Linscott for an 11-month term of full-time service. NDMVA provides each member benefits including a living stipend, housing assistance, and a grant of up to \$10,000 toward their education. Linscott is being asked to provide \$17,500 for the 24-25 placement of a full-time member.

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

Información del elemento de acción

Título del artículo: Contrato de voluntario de Americorps

Fecha de la reunión: 22/8/24

Sesión: Abierta

Resumen:

Linscott ha sido invitado nuevamente a asociarse con Notre Dame Mission Volunteers-AmeriCorps (NDMVA) para colocar a un miembro en Linscott por un período de 11 meses de servicio a tiempo completo. NDMVA brinda a cada miembro beneficios que incluyen un estipendio para vivir, asistencia para la vivienda y una subvención de hasta \$10,000 para su educación. Se le solicita a Linscott que proporcione \$17,500 para la colocación de un miembro a tiempo completo durante 24-25 años.

Notre Dame Mission Volunteers

Partnering Site Agreement 2024-2025

Welcome to the **Notre Dame Mission Volunteers, an AmeriCorps Program (NDMV)**. This document outlines your responsibilities as a Partnering Site and the role you will need to assume in regards to your NDMVA member(s). Please review and sign this agreement in acknowledgement of the partnership. We are looking forward to working with your organization and appreciate your support.

Member Activities

- Provide a detailed service description outlining member responsibilities. Responsibilities should include **direct service** activities to be performed by the member, throughout the service year. This description should be sent to the Site Manager for review and approval and will be used when placing members at your site(s). Check with the Site Manager for the submission timeline.
- Comply with rules and provisions stipulated by **NDMV** and **AmeriCorps** regarding acceptable activities that the members are allowed to perform while serving as an NDMVA member. Partnering Sites must ensure compliance with the restrictions outlined in the Prohibited Activities and Non-Duplication and Displacement policies (Appendix 2 and 3 attached) and should seek guidance from Site Managers for questions around acceptable activities.
- Comply with **NDMV's** Drug-Free Workplace Policy (Appendix 1 attached). **NDMV** reserves the right to monitor Partnering Sites as it sees fit to ensure that the use of alcohol, tobacco, or illegal drugs is prohibited during service hours, while in AmeriCorps gear, and while at service sites. The use, possession, transfer or sale of illegal drugs or controlled substances by members is also prohibited. See Drug Free Workplace Policy section of this agreement.

Recruitment

- Assist with efforts to recruit **NDMV** members for future program years (i.e. help find members to replace existing member positions at your site).
- Understand that Partnering Sites are prohibited from hiring members as employees during the term of this agreement. **NDMV** reserves the right to not replace any member hired as an employee by the Partnering Site during the service year, and may elect to not place members at the Partnering Site in the future.

Member Evaluation, Timesheets & Support

- Appoint a Site Supervisor who will conduct a member orientation at the beginning of the service year and oversee member acclimation at your site throughout the year. The Site Supervisor should be available for questions and guidance to the member on a daily basis and support NDMV Site Manager as needed.
- Ensure that all members are completing bi-weekly timesheets. The Site Supervisor who oversees the daily responsibilities of the member will verify and sign off on the timesheets. Timesheets must be submitted to the local Site Manager on a semi monthly basis. Members must serve at least 10 hours a

Notre Dame Mission Volunteers Partnering Site Agreement 2024-2025

pay period to receive the living stipend.

- Understand that members are entitled to and must take one 30-minute meal break each day. This break may not be counted in the hours logged on members' timesheets.
- Complete 2 supervisor evaluations of each member's performance at your site, and provide feedback to each member in terms of professional development/skills assessment. These forms will be distributed from the **NDMV** National Office.
- Understand it is your duty to communicate and work with the local Site Manager if you have any problems with your member.
- Understand it is your duty to document any and all problems you have with your member and provide this documentation to the local Site Manager when you discuss problems with your member. Documentation includes, but is not limited to: summaries of phone calls, copies of emails, summaries of incidents, and summaries of conversations with the member in regards to the incident in question, as well as any of the previous types of documentation as related to further communications about the incident. Documentation should be written in a timely fashion--as close to the incident as possible--, should include the date of documentation, the date of the incident, as well as the names of all people involved (including potential witnesses).
- Understand as a Partnering Site you can release a member from your Site if the problems with the member are to the point that the member is not performing their position as the position description requires; you may only release the member after you have discussed these problems with both the member and the local Site Manager. This decision should be discussed in full with the local Site Manager so they know the entirety of the situation, and are able to make the best decision for **NDMV** and for the member's future. The ultimate decision to release the member from the **NDMV** Program is a decision to be made by the local Site Manager and the National Office staff of the **NDMV**.
- Understand that based on **NDMV's** AmeriCorps grant, **NDMV** cannot guarantee the Partnering Site a replacement member; nor can **NDMV** guarantee the Partnering Site that they will retain the released member's slot in the following service year.

Member Meetings

- Release **NDMVA** members from daily responsibilities to attend two (2) trainings each lasting three to five days (3-5 days) as part of the program. The first training will be an orientation at the beginning of the program year, and the second will take place mid-year as a resource for additional training. Both training sessions will be beneficial and applicable to the members' service at your site.

Notre Dame Mission Volunteers Partnering Site Agreement 2024-2025

- Allow members to attend required regular member meetings with their Site Manager and other **NDMV** sponsored activities. These meetings will be scheduled at the discretion of the Site Manager with regard to member responsibilities at your site.

Data Collection

- Assist **NDMVA** members' efforts in collecting data to be used by **NDMV** to comply with **AmeriCorps** performance measure requirements. Partnering Sites should note that this data collection effort is a requirement for the AmeriCorps grant, and any and all data that is collected will be unidentifiable at the individual level to protect privacy rights.
- Provide brief feedback of your program success/growth for **NDMV** progress report (submitted 2 times per year to **AmeriCorps, which provides a large portion of our funding.**) The Site Manager will provide brief questionnaires to gather input/data.

Partnering Site Contribution

- Agree to make a Partnering Site Contribution of _____ for each member. Understand the money you contribute is going to the Notre Dame Mission Volunteers Program to be used as the Program sees fit in ways that include, but are not limited to, providing members with their living allowance, providing members with health insurance, providing members with training, as well as insuring the Program's long-term viability.

**NDMV staff will conduct periodic site monitoring visits to provide support
and ensure compliance with program regulations.**

Signing below acknowledges that you have read the above agreement, identified a Site Supervisor who will oversee members at your service site and understand the contribution costs:

Service Site Name

Service Site Address

Name of Site Supervisor(s)

Title of Site Supervisor(s)

Name of Signer

Title of Signer

Signature of Signer

Date

**Notre Dame Mission Volunteers
Partnering Site Agreement 2024-2025**

Appendix 1

Drug-Free Workplace Policy

As a grantee under the Federal Government, Notre Dame Mission Volunteers is a drug and alcohol free program as outlined in the Drug Free Workplace Act of 1988. We are committed to protecting the safety, health and well being of our members, youth, and community partners we work with. We recognize that abuse of alcohol and other drugs compromises this dedication.

The use of alcohol, tobacco, or illegal drugs is prohibited during service hours, while in AmeriCorps gear, and while at service sites. The use, possession, transfer or sale of illegal drugs or controlled substances by members is also prohibited.

Disregard for this policy may result in disciplinary actions up to, and including, referral for assistance and/or termination. If an AmeriCorps member is convicted for possession of a controlled substance, they must be suspended without a living allowance and without receiving credit for hours missed. If convicted of a first offense, the member may resume service at the discretion of the program by enrolling in an approved drug rehabilitation program. If convicted of a second or third offense, the member may resume service at the discretion of the program only upon successfully completing a rehabilitation program.

The Partnering Site understands that non-compliance with these regulations can result in the termination of the agreement between Notre Dame Mission Volunteers and the Partnering Site.

**Notre Dame Mission Volunteers
Partnering Site Agreement 2024-2025**

Appendix 2

Non-Duplication/Non-Displacement

Nonduplication. Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

Nondisplacement.

- (1) An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
- (2) An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
- (3) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
- (4) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
- (5) A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—
 - (i) Will supplant the hiring of employed workers; or
 - (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
- (6) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
 - (i) Presently employed worker;
 - (ii) Employee who recently resigned or was discharged;
 - (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
 - (v) Employee who is on strike or who is being locked out.

Notre Dame Mission Volunteers

Partnering Site Agreement 2024-2025

Appendix 3

Prohibited Activities

The Partnering Site must ensure compliance with all NDMV policies including but not limited to the Prohibited Activities listed below. While charing time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or AmeriCorps, staff and members may not engage in the following activities (see 45 CFR §2420.65):

- 1) Attempting to influence legislation.
- 2) Organizing or engaging in protests, petitions, boycotts, or strikes.
- 3) Assisting, promoting or deterring union organizing.
- 4) Impairing existing service contracts for services or collective bargaining agreements.
- 5) Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- 6) Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- 7) Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- 8) Providing a direct benefit to:
 - a) a business organized for profit;
 - b) A labor union;
 - c) A partisan political organization; or
 - d) A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from participating in advocacy activities undertaken at their own initiative; and
 - e) An organization engaged in the religious activities described above in prohibited activity 7, unless AmeriCorps assistance is not used to support the religious activities.
- 9) Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
- 10) Providing abortion services or referrals for receipt of such services
- 11) Such other activities as the AmeriCorps Agency may prohibit.

In addition to the above activities, the below activities are additionally prohibited:

Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities.

Fundraising. NDMVA members should not participate in fundraising efforts.

**Notre Dame Mission Volunteers
Partnering Site Agreement 2024-2025**

Partnering Site Contribution

Please review the following contribution payment options for the member/s and choose one that works best for your organization. Payments are based on the following;

1. ___ Full Time, Full Year 1700-hour member/s at \$_____ per member
2. ___ Part Time, Full Year 900-hour member/s at \$_____ per member
3. ___ Full Time, Half Year 900-hour member/s at \$_____ per member
 - a) Monthly installments of \$_____. You will be responsible for sending a total of ___ payments beginning **September 2024** and ending **June 2025**
 - b) Two installments of \$_____. For this option, the first payment must reach us by **October 2024**, and the second by **February 2025**.
 - c) Total payment of \$_____ in full. For this option, the payment must reach us by **October 2024**.

I have read the above agreement, and agree to the terms listed as a Notre Dame Mission Volunteers Partnering Site

Partnering Site Name # of NDMVA members at this site

Partnering Site Address

Site Supervisor/Certifying Official (Print) Telephone Number

Site Supervisor/Certifying Official (Print) Date

Name of who invoices should be sent: _____

Email where invoices should be sent: _____

Action Item Information

Title of Item: Review of Civility Policy #1010

Meeting Date: 8/22/24

Session: Open

Summary:

This is a review of SMT Civility Policy #1010. It was recommended by our attorneys that we make the revisions shown in the redline version in the packet.

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

Información del elemento de acción

Título del artículo: Revisión de la política de civilidad n.º 1010

Fecha de la reunión: 22/8/24

Sesión: Abierta

Resumen:

Esta es una revisión de la política de civilidad n.º 1010 de SMT. Nuestros abogados recomendaron que hagamos las revisiones que se muestran en la versión marcada en rojo del paquete.

Community Relations

CIVILITY POLICY #1010

Philosophy

Members of the Linscott Charter School community will treat each other and members of the public with respect and expect the same in turn. The school is committed to maintaining orderly educational and administrative processes, in keeping the school and administrative office free from disruptions, and preventing unauthorized persons from entering school grounds.

Purpose

This policy promotes mutual respect, civility, and orderly conduct among school employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain a reasonable, safe, ~~disruption and harassment-free environment~~ for our students, staff, and ~~authorized visitors~~. ~~Employees, families, and visitors have the right to enjoy a safe environment free of abusive conduct and disruption. Likewise, they have a duty not to inflict abusive conduct or disruption on others.~~ In the interest of presenting employees as positive role models to the children of this school, as well as the community, the Linscott Charter School encourages positive communication, and discourages volatile, hostile or aggressive actions. ~~All stakeholders must comply with this Civility Policy or be subject to a loss of access to school events and grounds either on a temporary or permanent basis.~~

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Who is covered by the Civility Policy?

Employees, students, parents, volunteers, vendors, and visitors have a right to be free of disruption and abusive conduct while participating in educational programs at Linscott Charter School.

What is abusive conduct?

Abusive conduct can be words, actions, or the threat of actions in or out of the school environment when the conduct has impacts or implications for the school environment. Abusive conduct is by definition unconsented and unwelcomed by the recipient of the conduct and objectively unreasonable in light of circumstances. It can include violent and non-violent acts, including threats, gestures, misinformation, gossip, curse words, insults, innuendo, and similarly unwelcome and unpleasant words and actions.

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What qualifies as a Disruption?

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students, parents or staff; distracts from the lawful order of campus or the delivery of classroom instruction; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued a pattern of unauthorized entry on school property.

Procedures for addressing disruptions and abusive conduct:

If any individual covered by this policy behaves in a disruptive or abusive manner toward another individual covered by this policy, the following steps will apply.

1. If the conduct is against an adult, the person to whom the remarks are directed will admonish the speaker to act and behave in a civil manner in compliance with the Civility Policy, if they feel safe doing so. If the conduct is against a child or if the employee does not feel safe to admonish the speaker, the matter will be escalated to an administrator, who will intervene and if appropriate, direct the speaker to honor the Civility Policy. Employees may also escalate a complaint to the AD (or Board member in the alternative) against serious, persistent, or willful violators of the Policy.
2. If action is not taken by the speaker to stop their inappropriate conduct, the individual toward whom the inappropriate conduct has been directed (or an administrator on their behalf) will notify the speaker that the meeting is being ended based on their non-compliance with the Civility Policy. If the interaction is on school premises or at a school event, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under paragraph 1 or 2, they may also be subject to a temporary or permanent loss of visitor access to campus. In such cases, the AD or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Code 415.5 and 626.7, if he/she reenters any school facility within thirty (30) days after being directed to leave, or within fourteen (14) days, if the person is a parent/guardian of a student attending the school.
4. If any individual refuses to leave upon request or returns before the applicable period of time, the AD or designee may notify law enforcement officials and have the individual removed for trespassing. The school may also seek a workplace violence temporary restraining order against the person if necessary to maintain safety and order. An Incident Report should be completed for the situations as set forth in paragraphs 1 and 2.

Safety and Security

1. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their supervisor and

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Deleted: If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning way,

Deleted: administrator or employee

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Deleted: recipient of the behavior will verbally notify the abusing party that the meeting, conference, or phone conversation is over and,

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Deleted: meeting or conference

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complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement any attack, assault, or threat made against them on school premises, or a school sponsored activity.

2. If any threat or violence is gang related, it shall be immediately reported to law enforcement and the school shall use all appropriate means to exclude the person or persons making the gang-related threat or violence from all school premises for as long as possible. The AD shall inform the board and pursue any civil remedies.

Documentation

When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of the occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the attached form.

Example of Conduct Which Violate the Civility Policy

The Civility Policy prohibits abusive conduct and disruptions which individually or collectively may amount to harassment. It also prohibits unlawful acts against its employees, students, and visitors. This includes but is not limited to:

1. Following or stalking an individual;
2. Making harassing telephone calls to an individual;
3. Sending harassing correspondence to an individual by any means, including, but not limited to:
 - a. the use of private mail
 - b. interoffice mail
 - c. text message
 - d. social media

CIVILITY POLICY (continued)

- e. computer email, text messages, and instant messages
- f. facsimile (fax)

Constitutionally protected activity is excluded from the definition of harassment.

Recourse Available for Unacceptable Disruptive Conduct by Linscott Charter School Employees or Representatives

Any parent/guardian or member of the public who is subjected to unacceptable conduct from any school representative or school personnel, may file a written complaint with the Administrative Director.

Deleted: of Linscott Charter School employees. For purposes of the policy, harassment is defined as a knowing and willing course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress and actually causes distress (California Code of Civil Procedure 52.6). A course of conduct would include a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose, including but not limited to:

The AD or designee will attempt to resolve the issue and respond to all parties involved.

Recourse Available for Unacceptable/Disruptive Conduct by Parents/Guardians and other Members of the Public

The following are examples of ways by which Linscott Charter school employees and school administrators, depending on the circumstances presented, may resolve situations involving parents/guardians and other members of the public who violate the Civility Policy.

1. Provision of the:
The school employee may provide to the offending person a written copy of its policy at the time of the occurrence.
2. Request to Cease and Desist Behavior:
Employees may request any parent/guardian or other members who engages in unacceptable and/or disruptive conduct, as described above, to immediately cease his/her conduct and to act and speak civilly, or may report such person and conduct to the appropriate site administrator.
3. Termination of Activity:
If the offending person does not cease his/her inappropriate conduct and/or communication after being requested to do so, the appropriate administrator may verbally notify the offending person that the meeting, conference, telephone conversation or any other activity is terminated. The school employee or administrator may terminate personal contact with the offending person. In that event, the employee or site administrator and the offending person may continue to communicate in writing, if appropriate, regarding the subject matter of the conference telephone conversation or other activity that was terminated.
4. Request to Leave School Grounds/Report to Law Enforcement:

If the meeting, conference, or other conduct is on school premises, or interferes with, or is disruptive of school or school activities, the appropriate site administrators or their designees may issue a formal warning, notifying the offending person to promptly leave the school grounds and not return pursuant to Education Codes 3310, 33211, 44810, 44811, and Penal codes 636.4, 626.7, and 626.8.
5. Handling Violence, Threat, Battery or Other Illegal Action:

When violence, threat, assault, battery, or other illegal action is threatened or directed, employees may (1) report the occurrence to their supervisor, (2)

complete an Incident Report, and or (3) report the incident to law enforcement officials.

In extraordinary circumstances, Linscott Charter School may assist the affected employee (s) in obtaining a restraining order against the offending person pursuant to the California Code of Civil Procedure sections 527.6 and 527.8.

Any staff member may complete a complaint against/involving parents/guardians or other members of the public and initially file such complaint with the Administrative Director or designee and the AD or designee will attempt to resolve the matter informally if possible.

The AD or designee will attempt to resolve the issue and respond to all parties involved when an informal resolution of the matter is not accomplished.

The complaint must be filed within a reasonable amount of time from the time purported misconduct occurred.

The administrator may attempt to resolve the complaint informally within 10 working days of receipt of the complaint. If the complaint is referred, and is not informally resolved the AD or designee shall conduct an investigation, which may include a conference with the complainant and the alleged violator. The AD or designee shall complete the investigation within 20 working days for his/her receipt of the complaint. Within 10 working days thereafter, the AD shall render his/her decision concerning the merits of the complaint and requested remedy, which shall be in writing, and served on both the complainant and the alleged violator. This decision shall be final.

Legal Reference:

EDUCATION CODE

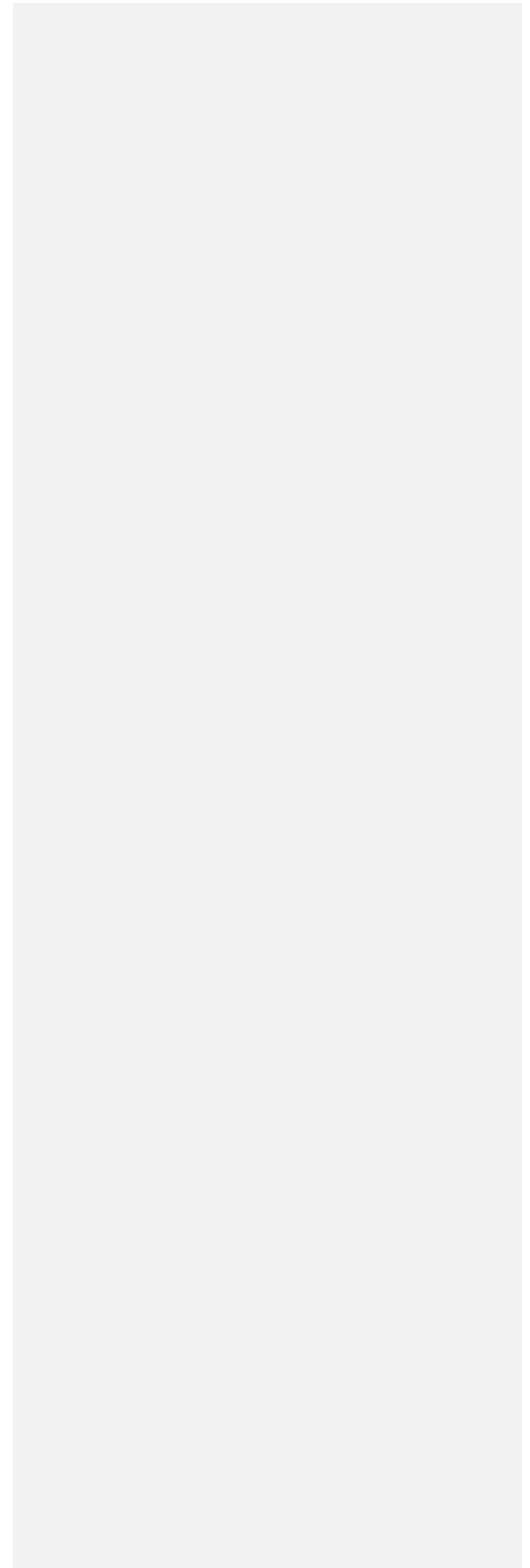
32210 Disturbing School
44014 Assault on Personnel
44810 Person on School Grounds
44811 Insults and Abuses

PENAL CODE

243.5 Arrest on School Grounds
415.5 Fighting on School Grounds
626.8 Entry of School by Person not on Lawful Business
627.7 Refusal to Leave School Grounds

First Reading: Jan. 6, 2009

Second Reading: Feb. 3, 2009
Adoption: March 3, 2009
Review: every 3 years
Reviewed: March 5, 2013
Reviewed: March 1, 2016
Reviewed: March 7, 2019



Action Item Information

Title of Item: Review of General Complaint Policy #1011

Meeting Date: 8/22/24

Session: Open

Summary:

This is the annual review of the General Complaint Policy #1011.

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

Información del elemento de acción

Título del tema: Revisión de la Política de quejas generales n.º 1011

Fecha de la reunión: 22/8/24

Sesión: Abierta

Resumen:

Esta es la revisión anual de la Política de quejas generales n.º 1011.



Linscott Charter School
General Complaint Policy
Administrative Regulation #1011

Linscott Charter School (the “Charter School”) has adopted this General Complaint Policy to address concerns about the Charter School generally and/or regarding specific Charter School employees. For complaints regarding unlawful discrimination, harassment, intimidation or bullying, unlawful pupil fees, or other specific perceived violations of state or federal laws, please refer to the Charter School’s Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy and/or the Charter School’s Uniform Complaint Policy and Procedures. For all other complaints, this Policy, the General Complaint Form, and accompanying procedures will be appropriate. For any questions regarding the application of this Policy or the Charter School’s other policies, please contact the Administrative Director at 831-728-6301.

This Policy shall be used when a non-employee complainant raises a complaint or concern about Charter School generally or a Charter School employee.

If reasonably feasible, third-party complaints shall be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the Charter School employee directly. However, in the event an informal resolution cannot be achieved or is not appropriate, the following steps will be followed:

1. The complainant begins the process by filing a written complaint using a General Complaint Form (sample below) with the office of the Administrative Director as soon as possible after the events that give rise to the complainant’s concerns. The written complaint shall set forth in detail the factual basis for the complaint.
2. The Administrative Director (or designee) shall use their best efforts to ascertain the facts relating to the complaint. When applicable, the Administrative Director (or designee) shall confer with the parties identified in the complaint or persons with knowledge of the particulars of the complaint to ascertain said facts.
3. In the event that the Administrative Director (or designee) finds that a complaint is valid, the Administrative Director (or designee) shall take appropriate action to resolve the concern. In the event the complaint is against an employee of the Charter School, the Administrative Director (or designee) may take disciplinary action against the employee. As appropriate, the Administrative Director (or designee) may counsel or reprimand employees as to their conduct without initiating formal disciplinary measures. The Administrative Director’s (or designee’s) decision relating to the complaint shall be final.
4. If the complaint is about the Administrative Director, the complainant may file their complaint by using a General Complaint Form (sample below) and sending it to the Chair of the Site Management Team (“SMT”), who will then conduct a fact-finding investigation or authorize a third-party investigator on behalf of the Charter School. The Chair or investigator will report the findings to the SMT, in closed session for review and further



action, if necessary.

5. The Administrative Director or Chair shall draft a written response to the complainant indicating that the matter has been investigated and sufficiently addressed. If appropriate, the response may include general details about the manner of the resolution, but at all times employee and student privacy rights shall be maintained. No response may include any details about adverse action taken against a student or employee.

GENERAL ASSURANCES

1. Confidentiality: All complainants shall be notified that information obtained from the complainants, and thereafter gathered during the investigation, shall be maintained in a manner as confidential as possible, but in some circumstances, absolute confidentiality cannot be guaranteed.
2. Non-Retaliation: All complainants shall be advised that complainants shall be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. Resolution: The SMT, Administrative Director, or designee will investigate complaints appropriately under the circumstances, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

First Reading: March 29, 2022

Adoption: April 19, 2022

Revision:

GENERAL COMPLAINT FORM



Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) this complaint is about (if known and applicable):

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the circumstances, events, or conduct that are the basis of your complaint by providing as much factual detail as possible (*e.g.* specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, *etc.*) (Attach additional pages, if needed):

I hereby authorize the Charter School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. Employees providing false information in this regard could result in disciplinary action up to and including termination.

_____ Date

Signature of Complainant

Print Name



To be completed by Charter School:

Received by:

Print Name

Date

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: Mentor Stipend

Meeting Date: 8/22/2024

Session: Open

Summary:

It is proposed that Linscott offer a mentor stipend to any classroom teacher who formally mentors a teacher within their first two years of teaching. It is further proposed that Linscott follow the New Teacher Project District Released schedule for this stipend.

Year	District Released Mentor
2024-25	\$2200
2025-26	\$2250
2026-27	\$2300

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

Información del tema de discusión

Título del artículo: Estipendio para mentores

Fecha de la reunión: 22/8/2024

Sesión: Abierta

Resumen:

Se propone que Linscott ofrezca un estipendio para mentores a cualquier docente que sea mentor formal de un docente durante sus primeros dos años de docencia. Se propone además que Linscott siga el cronograma publicado por el Distrito para el Proyecto de nuevos docentes para este estipendio.

Discussion Item Information

Title of Item: Set Date for SMT Retreat

Meeting Date: 8/22/2024

Session: Open

Summary:

At the SMT Retreat, we will elect new officers and review SMT By-Laws.

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

Información del tema de discusión

Título del tema: Establecer fecha para el retiro del SMT

Fecha de la reunión: 22/8/2024

Sesión: Abierta

Resumen:

En el retiro del SMT, elegiremos nuevos funcionarios y revisaremos los estatutos del SMT.