

MEMORANDUM OF UNDERSTANDING FOR SHARED PERSONNEL SERVICES

This Memorandum of Understanding for Shared Personnel Services and Resources (“*MOU*”) is entered into as of July 1, 2021 (“*Effective Date*”) by and between the following California nonprofit public benefit corporations, which may each be referred to herein as a “*Party*” or collectively as the “*Parties*” to this MOU: Winship Community School, Feather River Charter School, Clarksville Charter School, and Lake View Charter School.

WHEREAS, Winship Community School operates a public charter school named Winship Community School, Feather River Charter School operates a public charter school named Feather River Charter School, Clarksville Charter School operates a public charter school named Clarksville Charter School, and Lake View Charter School operates a public charter school named Lake View Charter School (each a “*School*” or collectively the “*Schools*”);

WHEREAS, Schools are nonclassroom-based public charter schools using the same educational model dedicated to providing students with a flexible personalized learning experience that empowers families to tailor a program designed around the specific needs of each student;

WHEREAS, each School employs certificated teachers designated as having the responsibility for the general supervision of their students’ independent study pursuant to Education Code § 51747.5(a);

WHEREAS, the sharing of services performed by the Shared Personnel among all of the Parties cooperatively is in the mutual interest of each of the Parties and in furtherance of their shared goal to successfully implement their respective education programs in an efficient and cost effective manner; and

WHEREAS, the Parties intend to coordinate the services provided by the Shared Personnel to the Parties and to equitably and appropriately allocate and document costs among the Parties according to the terms and conditions set forth in this MOU.

NOW, THEREFORE, in consideration of their mutual promises set forth in this MOU, the Parties desire to, and hereby agree as follows:

1. **Shared Personnel.** During the term of this MOU, the Parties shall coordinate with each other for shared personnel (“*Shared Personnel*”) to perform the educational services described in Attachment A (the “*Services*”) under the terms and conditions set forth herein. All shared personnel shall be documented between the Lessor and Lessee Schools, as defined herein, pursuant to Attachment B as outlined in a written process to be mutually agreed upon between the parties. No third party shall have the authority to unilaterally impose the sharing of personnel between the Parties.

2. **Lessor and Lessee Schools.** The Parties acknowledge each School may both (i) employ an individual who will provide Services to another School; and (ii) receive Services from an individual employed by another School. The term “*Lessor*” refers to a School leasing its employee(s) to another School pursuant to the terms of the MOU. The term “*Lessee*” refers to a School receiving Services from another School’s employee(s) pursuant to the terms of the MOU. Each Party may serve as a Lessor and Lessee under this MOU, and shall meet the obligations set forth in this MOU depending on their role as a Lessor and/or Lessee. Shared Personnel shall be subject to the ultimate oversight, direction and control of Lessor and its governing board, officers, and designated representatives, but may also be subject to the supervision and direction of Lessees when performing Services on their behalf. The termination of this

MOU shall not terminate the Shared Personnel's employment relationship with the Lessor. Lessees are not, and nothing in this MOU shall cause Lessees to become third party beneficiaries to Lessor's employment agreements with the Shared Personnel. Nothing in this MOU shall confer upon any Party any rights or remedies, including any right to employment, as an employee of any other Party. Nothing in this MOU shall create a joint venture between the Parties. Each Party shall remain solely responsible for its own governance, operations and educational program.

3. **Allocation.** Each Party's right to receive Services and obligation to pay fees under this MOU shall be determined based upon their proportionate share using the formulas set forth in Attachment A (the "**Allocation**"), as it may be adjusted from time to time by written agreement of the Parties. The Allocation shall be assessed at the intervals set forth in Attachment A during the Term of this MOU and upon termination as set forth in Section 8.

4. **Allocation of Services.** Each Party will have the right to receive Services from Shared Personnel in an amount reasonably equivalent to that Party's Allocation. The Parties shall work cooperatively with each other and the Shared Personnel to coordinate the performance of such Services. Any Party which asserts that it has not received its Allocation of Services from Shared Personnel, must provide written notice to the Parties, describing in detail the alleged deficiency and allowing thirty (30) days to cure before seeking any other remedy.

5. **Allocation of Fees and Expenses.** As consideration for the Services provided by Shared Personnel, each Lessee shall pay to Lessor the fees and expenses set forth herein.

a. **Fees.** Each Lessee shall pay to Lessor a fee that is calculated based on their Allocation of the annual total cost incurred by Lessor in employing the Shared Personnel as set forth in Attachment C (including total gross wages, benefits, workers' compensation costs, statutory benefits, retirement benefit system contributions, and employment taxes). The total cost shall be fixed as of the date of execution of this MOU and may thereafter be subject to change only with the agreement of all Parties. Any such changes, notating the effective date, shall be memorialized by the Parties in Attachment C, which may be updated as a matter of contract administration without the need for a formal amendment to this MOU.

b. **Expenses.** Reasonable and necessary expenses incurred by Shared Personnel in the course of performing Services under this MOU shall be divided by relative Allocation between those Parties on whose behalf the expenses were incurred. Expenses in excess of \$1,000.00 must be approved in advance by the affected Parties. To the extent such expenses are not incorporated in the total costs outlined in Attachment C, invoices for expenses shall be sent within thirty (30) days of payment to Shared Personnel and shall include copies of supporting documentation (e.g. receipts).

c. **Invoicing.** Each Party shall invoice the other Parties monthly for all fees and expenses incurred ("Monthly Invoice"). Each Monthly Invoice shall contain a brief description of the method by which the fees and expenses were calculated.

d. **Payment Terms.** Payment is due thirty (30) days from the date of delivery of the Monthly Invoice.

e. **Disputes.** Any disputes concerning invoices must be directed to the Lessor in writing within thirty (30) days after receipt of the Monthly Invoice. Lessor shall provide access to reasonable backup documentation for such fees upon request and subject to privacy considerations.

6. Lessor Responsibilities: In addition to any other promises and covenants identified herein, Lessor shall have the following responsibilities under this MOU:

a. Comply with all applicable federal, state and local laws and regulations, including laws prohibiting harassment, discrimination and retaliation.

b. Comply with all applicable federal, state and local laws, regulations and orders concerning workplace safety.

c. Timely pay Shared Personnel consistent with applicable law and their employment agreements, if any.

a. Work cooperatively with Lessee to ensure compliance with all applicable wage and hour laws for nonexempt Shared Personnel, including, but not limited to, providing work schedules (including compliant scheduled meal and rest periods) to Shared Personnel and timely paying Shared Personnel for all overtime and meal and rest period premiums, if applicable, and providing accurate wage statements.

b. Ensure that Shared Personnel maintain the qualifications and competency necessary to provide the Services, including but not limited to: (i) complete all required training, including, but not limited to initial and annual training on mandated child abuse and neglect reporting; (ii) are free from active tuberculosis; (iii) have passed a criminal background check through the Department of Justice; (iv) have not been convicted of a serious or violent felony (as defined by Penal Code §§ 667.5 and 1192.7), sex offense as defined by Education Code § 44010, or a controlled substance offense (as defined by Education Code § 44011); (v) are eligible to work in the United States; and (vi) maintain in good standing all applicable licenses and credentials.

c. Supervise and evaluate Shared Personnel and make and implement, in its sole discretion, all employment-related communications and decisions with respect to Shared Personnel, including, but not limited to matters relating to discipline, termination, accommodations, disability claims, complaints, leaves of absence, compensation and benefits.

d. Administer trainings, leaves of absence, disability accommodations and other duties of an employer as required by applicable law.

e. Assuming Lessor participates in CalSTRS or CalPERS, the Parties acknowledge Shared Personnel are employees of the Lessor for CalSTRS or CalPERS purposes.

f. If Lessee reports Shared Personnel misconduct to Lessor that violates Lessor or Lessee policies or procedures or law, Lessor shall promptly take corrective action which may include, but is not limited to, conducting an investigation, disciplining the individual, or terminating the individual and making good faith efforts to hire a replacement in accordance with Section 6(j).

g. If a Shared Personnel's employment ends with Lessor, Lessor shall make good faith efforts to replace the individual within thirty (30) days of termination, unless the other Parties provide written consent that a replacement for such individual is not necessary.

2. Lessee Responsibilities: In addition to any other promises and covenants identified

herein, each Lessee shall have the following responsibilities under this MOU:

- a. Comply with all applicable federal, state and local laws and regulations, including laws prohibiting harassment, discrimination and retaliation.
- b. Comply with all applicable federal, state and local laws, regulations and orders concerning workplace safety.
- c. Provide to Shared Personnel, in writing, copies of any of Lessee's policies and procedures applicable to the Services.
- d. Provide a safe working environment for Shared Personnel.
- e. Supervise and direct Shared Personnel when providing Services on behalf of the Lessee in order to ensure that Shared Personnel meet their performance obligations and comply with all of Lessee's applicable policies and procedures.
- f. Provide feedback to Lessor regarding the performance of Shared Personnel, including, but not limited to, reporting misconduct to Lessor by a Shared Personnel that violates Lessee policies or procedures or law.
- g. Work cooperatively with Lessor to ensure compliance with all applicable wage and hour laws for nonexempt Shared Personnel, including, but not limited to, ensuring that nonexempt Shared Personnel adhere to their schedule as provided by Lessor, including taking meal and rest periods, and ensuring nonexempt Shared Personnel accurately record/track all hours worked for Lessee. Lessee agrees to timely report to Lessor any non-compliant meal or rest periods and any overtime worked by nonexempt Shared Personnel while working on behalf of Lessee.

3. Term and Termination.

- a. Term. The MOU is effective as of July 1, 2021 and shall remain in effect until June 30, 2022 (the "**Term**"). This MOU shall automatically terminate unless renewed in writing by the Parties. Termination under this subsection shall not relieve the terminating Party of any of its obligations under this MOU prior to the effective date of such termination. Termination of participation by any Party(ies) shall not terminate the MOU as to any other Party.
- b. Termination With Cause. Any Party may terminate its participation in this MOU for cause as defined below. All notices required under this subdivision must be simultaneously provided to all Parties in writing.
 - i. Material Breach. Any Party may terminate this MOU in the event of another Party's material or persistent breach of any one or more of the terms of this MOU, which breach is not remedied within thirty (30) days after written notice. If after thirty (30) days the non-breaching Party determines that the breach has not been remedied or appropriate actions have not commenced to cure the breach, the non-breaching Party may terminate its participation in the MOU effective immediately. If termination pursuant to this section is based upon a failure to pay an invoice in a timely fashion as outlined in Section 5(d) then the nonpaid Party may terminate the agreement with the non paying Party if that material breach has not been remedied within ten (10) business days of written notification of the material breach.

- ii. Charter Revocation/Non-Renewal. Upon the revocation or non-renewal of the charter of a Party, that Party may terminate its participation in the MOU effective upon the winding up of that charter's business, as set forth in any closure resolution. Notice of any such revocation or non-renewal shall be provided as soon as possible.
- iii. Duty to Pay Severance to Shared Personnel Upon Termination. In the event termination of this MOU results in termination of Shared Personnel's employment without cause thereby triggering a requirement to pay severance to Shared Personnel under their employment agreement with Lessor, the terminating party shall be responsible for paying for severance, if any in the Shared Personnel's contract, up to two weeks of salary, or in the event of a termination by more than one Party, any such severance shall be paid according their relative Allocation.
- iv. Termination of Shared Personnel Arrangements. Any Lessor or Lessee may terminate a Shared Personnel arrangement for teachers or other instructional staff who directly support students at any time, with or without cause or advance notice. If a Lessor or Lessee seeks to terminate a Shared Personnel arrangement for an administrative staff position who does not typically directly serve students, Lessee and Lessor shall provide sixty (60) days' written notice to other Parties before such termination. If there are any disputes concerning termination of Shared Personnel arrangements, the Parties agree to meet and confer to seek a resolution in good faith.

4. Intellectual Property; Work Product. Any intellectual property owned by a Party that is used by or on behalf of another Party in the context of providing Services, shall remain the property of the originating Party. No Party shall have the right to grant a license, sublicense, or any other use or rights to the intellectual property of another Party. A Party's use of another Party's intellectual property under this MOU shall not create any ongoing license or other right to continuing use of that intellectual property after the termination of this MOU. Upon termination of this MOU, the intellectual property of each Party in the possession of any other Party shall be returned and/or destroyed. Any work product created by or on behalf of a Party pursuant to this MOU, shall be and remain the property of that Party.

5. Confidentiality. Each Party acknowledges that during the term of this MOU, it may have access to certain Confidential Information of the other Parties as defined below. Each Party shall maintain and enforce reasonable administrative, technical, and physical safeguards, including but not limited to restricting access to Confidential Information, in order to reasonably protect the confidentiality of the other Parties' Confidential Information. The Parties' obligations hereunder with respect to Confidential Information shall survive termination of this MOU.

a. ***"Confidential Information"*** means non-public information marked either "confidential" or "proprietary," or that otherwise should be understood by a reasonable person to be confidential in nature. Confidential Information may include but is not limited to trade secrets, policies, procedures, student education records, intellectual property, business or strategic plans, contractual arrangements or negotiations, fundraising strategies, financial information and employee information. Confidential Information does not include any information which (i) is rightfully known to the recipient prior to its disclosure; (ii) is released to any other person or entity (including governmental agencies) without restriction; (iii) is independently developed by the recipient without use of or reliance on Confidential Information; (iv) is or later becomes publicly available without violation of this MOU or may be lawfully obtained by a Party from a non-party; or (v) which is a public record under California law.

b. If disclosure of Confidential Information is requested pursuant to law, statute, rule or regulation (including a subpoena, a request made to a Party under the California Public Records Act, or other similar form of process), the Party to which the request for disclosure is made shall (other than in connection with routine supervisory examinations by regulatory authorities with jurisdiction and without breaching any legal or regulatory requirement) provide the applicable Party(ies) with prior prompt written notice thereof to the extent practicable, and if practicable under the circumstances, shall allow the applicable Party(ies) to seek a restraining order or other appropriate relief.

c. Upon the termination or expiration of this MOU, Confidential Information of each Party in the possession of the other Party shall be returned and/or destroyed. Section 10 shall survive termination of this MOU.

6. Student Information. Each Party is responsible for its compliance with the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) (“*FERPA*”) and other applicable state and federal laws pertaining to student information and privacy.

a. To the extent necessary, the Lessor shall be designated as having a legitimate educational interest in accessing a Lessee’s student education records, as that term is defined by and for purposes of FERPA, thereby allowing Lessor to access personally identifiable information from student education records from the Lessee as part of its performance of the Services. For purposes of this MOU, the term “personally identifiable information” (“*PII*”) means any information that can be used on its own or with other information to (i) distinguish one person from another, (ii) identify, contact, or locate a single person, or (iii) de-anonymize anonymous data.

b. Lessor shall not use or disclose pupil records, including PII, received from or on behalf of another Party except as necessary with respect to the performance of the Services, as required by law, or as otherwise authorized in writing by the applicable Lessee. Lessor shall protect the student education records it receives from or on behalf of another Party no less rigorously than it protects its own student education records. In the event of an unauthorized disclosure of PII, Lessor shall notify the affected Lessee(s) as soon as practicable, and shall, upon the affected Lessee’s request, notify affected parents, legal guardians and eligible pupils using reasonably available technological means such as electronic mail.

7. Insurance. Lessor shall procure and maintain in full force and effect for the duration of this MOU, the following insurance in connection with Lessor’s performance under this MOU and the provision of Services by Shared Personnel:

a. California Workers' Compensation Insurance, insurance as required by the State of California and consistent with Labor Code section 3602(d)(1), with statutory limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease, covering all Shared Personnel provided under this MOU.

b. General Liability Insurance including coverage for personal injury, death, property damage and sexual abuse/molestation (if not included with ELL) with a combined single limit of no less than One Million Dollars (\$1,000,000) per occurrence, and a minimum annual aggregate of Two Million Dollars (\$2,000,000).

c. Employment Practices Liability Insurance with a combined single limit of no less than One Million Dollars (\$1,000,000) per occurrence.

d. Professional Liability Insurance, which may also be called Educators Legal Liability Insurance (or ELL), with a combined single limit of no less than One Million Dollars (\$1,000,000) per claim, and Two Million Dollars (\$2,000,000) policy aggregate.

e. Lessor will provide additional insured coverage and policy endorsements for Lessees and their officers, directors, employees, volunteers or agents (collectively referred to as the “*Additional Insureds*”) under the General Liability, Workers’ Compensation, Employment Practices and Professional Liability policies as specified above. The coverage shall contain no special limitations on the scope of protection afforded to the Additional Insureds. Lessor’s insurance shall be primary as respects to Additional Insureds, and any insurance, self-insurance or other coverage maintained by Additional Insureds shall be excess to Lessor’s insurance and shall not contribute to it.

f. Except for Workers’ Compensation and Professional Liability coverages Lessor hereby agrees to waive rights of subrogation which any insurer of Lessor may acquire from Lessor by virtue of the payment of any loss. Lessor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation.

g. At commencement of this MOU, and upon any renewal of this MOU, and upon request at any time, Lessor shall furnish any Lessee with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this Section) and a copy of the Declarations and Endorsement Page of the policy listing all policy endorsements. Failure to obtain the required documents prior to the work beginning shall not waive Lessor’s obligation to provide them. Lessees reserve the right to require complete, certified copies of all required insurance policies, including endorsements, herein required, at any time.

h. Lessor will provide thirty (30) days prior written notice to Lessee(s) in the event of any material modification or cancellation of insurance required by this MOU. If any of the required coverages expire during the term of this MOU, Lessor shall deliver the renewal certificate(s) including the additional insured endorsements to Lessees at least ten (10) days prior to the expiration date.

i. Except as indicated above, all policies shall be provided on an occurrence basis. If any of the required policies provide coverage on a claims-made basis: (i) the retroactive date must be shown and must be before the date of the MOU or the beginning of the work; (ii) insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the work; (iii) if coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Lessor must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work if possible.

8. Liability. Each Party shall be and remain responsible for its own debts and obligations. Nothing in this MOU shall be construed as imposing on a Party any liability arising out of the operations of any other Party, except as such liability may result from the performance of the first Party’s obligations under this MOU.

9. Indemnification. Each Party shall defend, indemnify, and hold harmless the other Parties, and their employees, officers, directors, agents, and insurers from and against any liability, loss, claims, demands, damages, expenses, lawsuits and costs (including attorneys’ fees, expert witness fees, and other costs of litigation or other proceedings) of every kind or nature arising in any manner out of any breach of duties under this MOU and/or negligence, wrongdoing or willful misconduct of that Party, including its employees (including Leased Personnel), officers, directors, and agents. In no event shall

any Party be required to defend, indemnify or hold harmless any other Party for its sole negligence, sole wrongdoing or singular willful misconduct.

This indemnification shall extend to claims occurring after this MOU is terminated as well as while it is in force. The indemnification and defense obligations set forth in this provision are separate and independent from the insurance provisions set forth in Section 12 herein; and do not limit, in any way, the applicability, scope, or obligations set forth in those insurance provisions.

10. Assignment. No Party shall assign this MOU, any interest in this MOU, or its rights or obligations under this MOU without the express prior written consent of the other Parties. This MOU shall be binding on, and shall inure to the benefit of, the Parties and their respective successors and assigns.

11. Fiduciary Obligations. The governing body for each Party has reviewed this MOU in good faith, and in a manner in which it believes to be in its best interests, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances, and has determined that the MOU is in the best interests of its Party and that the cost allocation to be paid is fair and reasonable.

12. Dispute Resolution. If there is any dispute or controversy between the Parties arising out of or relating to this MOU, the Parties agree to confidentially meet in good faith to discuss a mutually amicable resolution to the dispute. If informal efforts at dispute resolution are not successful, the Party with the complaint shall give written notice of the dispute and the desired resolution to the other Party. The Parties agree that, within thirty (30) days of the date of written notice of the failure to resolve the dispute despite good faith efforts, they will again meet with a mutually agreeable mediator for non-binding mediation in good faith, with a principal of each of the Parties present. If the Parties are still unable to come to a resolution within thirty (30) days of the external mediation, the Parties may agree to arbitrate the dispute in El Dorado County, or another jurisdiction upon mutual agreement by the Parties in dispute, before a retired California state or federal court judge under the Comprehensive Arbitration Rules of JAMS, rather than resorting to litigation.

13. Notice. All notices, requests, demands, or other communications (collectively "**Notice**") given to or by the Parties under this MOU shall be in writing and shall be deemed to have been duly given on the date of receipt if transmitted by email or personally served on the Party(ies) to whom Notice is to be given, or seventy-two (72) hours after mailing by United States mail first class, registered or certified mail, postage prepaid, addressed to the Party(ies) to whom Notice is to be given, at the applicable address set forth below:

To: Clarksville Charter School
ATTN: Board President
4818 Golden Foothills Parkway #9
El Dorado Hills, CA 95762
emily95661@gmail.com

To: Feather River Charter School
ATTN: Board President
4305 South Meridian Road
Meridian, CA 95957-9647
dbrockmyer@hotmail.com

To: Lake View Charter School
ATTN: Board President
4672 County Road N

Orland, CA 95963
lindsay.mower@gmail.com

To: Winship Community School
ATTN: Board President
4305 South Meridian Road
Meridian, CA 95957-9647
dbrockmyer@hotmail.com

14. Headings. The descriptive headings of the sections and/or paragraphs of this MOU are inserted for convenience only, are not part of this MOU, and do not in any way limit or amplify the terms or provisions of this MOU.

15. Entire Agreement. This MOU and all attachments, which are incorporated by reference, constitute the entire agreement between the Parties with respect to the subject matter contained herein and supersedes all agreements, representations and understandings of the Parties with respect to such subject matter made or entered into prior to the date of this MOU and is a final, complete and exclusive statement of the terms of the MOU.

16. Amendments. This MOU may be amended by the mutual written consent of all Parties.

17. No Waiver. No waiver of any provision of this MOU shall constitute, or be deemed to constitute, a waiver of any other provision, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the Party making the waiver.

18. Severability. If any provision of this MOU is invalid or contravenes California law, such provision shall be severed and deemed not to be a part of this MOU and shall not affect the validity or enforceability of its remaining provisions, unless such invalidity or unenforceability would defeat an essential purpose of this MOU.

19. Governing Law. This MOU shall be governed by and interpreted under California law.

20. Authority to Contract. Each Party warrants to the others that it has the authority to enter into this MOU, that it is a binding and enforceable obligation of said Party, and that the undersigned has been duly authorized to execute this MOU.

21. Counterparts. This MOU may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument. A faxed, .pdf, or other electronic copy of the fully executed original version of this MOU shall have the same legal effect as an executed original for all purposes.

IN WITNESS WHEREOF, the Parties execute this MOU as of the Effective Date above.

Clarksville Charter School, a California nonprofit public benefit corporation

Signature: Emily Allen
Emily Allen (Jun 17, 2021 09:14 PDT)

Email: emily95661@gmail.com

Date: _____, 2021

Feather River Charter School, a California nonprofit public benefit corporation

Signature: David J. Brockmyer
David J. Brockmyer (Jun 18, 2021 08:16 PDT)

Email: dbrockmyer@hotmail.com

Date: _____, 2021

Lake View Charter School, a California nonprofit public benefit corporation

Signature: Lindsay Mower
Lindsay Mower (Jun 18, 2021 10:27 PDT)

Email: lindsay.mower@gmail.com

Its: _____

Date: _____, 2021

Winship Community School, a California nonprofit public benefit corporation

Signature: David J. Brockmyer
David J. Brockmyer (Jun 22, 2021 13:45 PDT)

Email: dbrockmyer@hotmail.com

Its: _____

Date: _____, 2021

ATTACHMENT A

Effective Date: July 1, 2021

This attachment is governed by and subject to the provisions of the Memorandum of Understanding regarding the provision of personnel Services, the terms of which are incorporated herein, between the Parties listed below. This Attachment A shall amend, replace and supersede any prior Attachment A between the Parties in their entirety.

Description of Services:

Position	Director of Fiscal & Educational Services
Description of Services	<ul style="list-style-type: none">● Collaborates with Charter Executive Director(s) and instructional administrators to ensure that all schools and programs provide students with disabilities access to general education to the maximum extent possible, creating inclusive school communities.● Provide oversight overall management direction in the planning of the Special Education Services program objectives and implementation of general guidelines for individuals responsible for special education and related services.● Oversee special education budget and the maintenance of effort requirements.● Completes documentation for reporting information and data to comply with SELPA, state, and federal guidelines for programs (i.e. CDE and SELPA).● Represent the Charter in California Department of Education complaints and Due Process proceedings● Provide support leadership in the development and training related to educational programs appropriate to the needs of school personnel.● Serves as the Charter’s representative to the California Department of Education, Office of Administrative Hearings, SELPA, and other agencies for the coordination of special education and other program services.● Assist with the development, facilitation, implementation and monitoring of State and Federal Program budgets/expenditures for each Charter including overseeing coding of expenditures● Collaborate with Administrative Team to ensure curriculum and programmatic alignment of categorical programs● Oversees fiscal resources from the general fund, special education allocations, and other sources for the purpose of fiscal efficiency and effectiveness in the provision of services.● Oversee the Shared Staff Memorandum of Understanding monthly billing process● Point of contact for the Charter Services Organization (CSO), contracted financial service agencies, and consultants.● Review School Accountability Report Cards (SARC) and Comprehensive School Safety Plans for compliance● Assist with development, implementation and evaluation of LCAPs

Position	Director of Governance and Accountability
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Supervise and collaborate with Data Analyst on all projects and required reports, presentations, and documentation for the schools. ● Organize and oversee school compliance required documents: SARC, Material Revisions, Charter Renewal, LCAP, BOP ● Act as liaison between schools and authorizers and county offices of education ● Maintain required oversight documents through sources such as Epicenter and DTS Vault ● Work with auditors to provide requested documentation for annual audits ● Maintain and update school safety plans & parent, student, and staff handbooks ● Provide support to CALPADs team and School Pathways ● Work with team to provide governance support

Position	Director of Curriculum & Assessment
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Organizes, directs and evaluates all employees in the department; sets goals for the department and directs testing administration programs; executes, monitors, and evaluates the progress of the programs. ● Oversees Testing Coordinators in planning and implementing all state testing ● Oversees EL Coordinator and designees in tracking, planning and implementing EL supports and ELPAC testing ● Coordinates with Special Education and Student Support teams to align goals and programming to support student achievement ● Provides support for promotion/retention process ● In conjunction with the Assistant Director, oversee the enrichment specialist and enrichment decisions ● In collaboration with the department and administrative team, evaluates, chooses and implements online all-access curriculum choices

Position	Director of Professional Development & Instructional Support
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Oversee ITA's, staff evaluations & help with staff and family situations ● Help with Enrollment, Withdrawals, Student Assignments & manage Teacher Tracker ● Oversee Hiring/EdJoin, Employment Verification & work with HR ● Oversee Teacher Training Program & Mentor Teacher Support ● ITA Training & Support ● Professional Learning Communities ● Plan and implement HST Professional Development & Parent Education ● Manage HST Handbook

	<ul style="list-style-type: none"> ● Oversee Junior High Virtual Academy ● Work with Teacher Trainer & Mentor Teacher Team ● Multicultural, Diversity, & Inclusion ● Meet with FLs, EOS, CC, NJHS/NHS, Field trips & events ● Oversee Community Connections
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Position	Director of High School
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Oversee High School Staff: Counselors, HQTs, ● Coordination and meeting with various high school teams: counseling, curriculum, virtual programs ● Assist in maintenance of master spreadsheet tracking each student through High School, monitoring IGPs, accounting for special needs and ensuring progress to graduation ● Assist counseling with mental health/social-emotional wellness for HS students & development of CTE pathways and local career development resources ● Assure compliance with authenticating agencies: federal student aid, social security including foster/homeless HS students ● Oversight and maintenance of the HS course catalog, including coordination of outside curriculum resources and their compliance with UC/CSU and NCAA approvals ● Hire teachers, set course schedule, create catalog, communicate with HSTs and families, coordinate enrollments ● Maintain membership for each school with College Board for AP, PSAT and SAT, including accommodations for students with special needs ● Lead the Graduation Committee

Position	Assistant Director of High School
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Work with College Board for AP, PSAT and SAT/ACT ● Oversee HSVA Program ● Lead the guidance team. ● Provide HSTs, the CTE/HS Curriculum Coordinator, guidance counselor, and guidance technician with additional support in high school related issues. ● Manage the concurrent enrollment process for each school by creating college guides, policies, staff instructions, and tagging system. ● Assist with graduation, diploma issuance and graduate withdrawal ● Collaborate with the High School Director, High School Program Coordinator and CTE/HS Curriculum Coordinator to improve high school policies and procedures.

	<ul style="list-style-type: none"> Communicate with students, parents, and internal and external professionals within established timelines.
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Position	Assistant Director of Instructional Support
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> Assist with the planning of leadership development opportunities and implementation of professional learning communities Finalize and send out weekly staff communication Support Instructional Team Advisors through weekly communication, office hours, and monthly leadership meetings Field calls and emails from Instructional Team Advisors Monitor and follow up with any non-compliance issues that arise with students or Homeschool Teachers Help oversee leadership contributions and/or adjunct duties Participate in Homeschool Teacher Evaluations Assist with student transfers and Teacher Assignments for new students, as needed Assist with hiring new Instructional Team Advisors, Homeschool Teachers, and other positions as appropriate by screening applicants, participating in interviews, and assists as needed during the hiring/onboarding process

Position	Assistant Director of Curriculum and Assessment
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> Supports Testing Coordinators and EL Coordinator in planning and implementing all internal assessments and state testing Coordinates tech needs with back office group Supports EL Coordinator and designees in implementation of EL programs and ELPAC testing Monitor achievement goals as they relate to LCAP and WASC Provides support for promotion/retention process In conjunction with the Director, oversee the enrichment specialist and enrichment decisions In collaboration with the department and administrative team, evaluates, chooses and implements online all-access curriculum choices

Position	Assistant Director of Educational Services
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> Provide leadership in developing, implementing, evaluating and revising charter school programs and services as assigned by the Director of Educational Services. Supports special education, 504, SST and MTSS practices, policies, personnel

	<ul style="list-style-type: none"> • Supports the Director of Educational Services with legal, mediation and disciplinary issues related to special education and 504's • Provide supervision, consultation and information regarding laws, policies and procedures to special education and student support department staff. • Oversees special education, 504, SST and MTSS data systems, management, state and federal reporting.
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Position	High School Virtual Programs Administrator
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> • Implement High School programs: HSVA, Textbook and Edgenuity • Oversee program development in participating regions • Develop course descriptions, schedule and catalog • Observe and evaluate teacher performance • Respond to parent questions/concerns • HST education regarding locally-based programs • Assist HQTs with monitoring student compliance • Work with student support and language services to create a plan to serve sub-groups & work with the SPED department to create a functioning plan to test SPED students

Position	TK-8 Program Administrator
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> • Oversee academic, enrichment, and community program development and growth for TK-8 grade students • Interview, hire, and coach Program Coordinators • Develop and market new program offerings • Assist coordinators with the planning and development of academic courses, enrichment activities, field trips, events, and parent education • Provide support through regular communication, office hours, and scheduled meetings with Program Coordinators • Help oversee HST program contributions and/or adjunct duties • Work with Student Support, SPED, and ELL Coordinators to create a plan to serve sub-groups across TK-8 programs • Assist with hiring new Program Coordinators, virtual teachers, and other positions as appropriate

Position	Homeschool Teacher
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Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Providing direct and indirect instruction to Lessee students. ● Long and short-term planning addressing individual needs of students. ● Evaluating students' progress. ● Teaching an individualized approach per the Lessee's Charter Petition. ● Providing an inviting, exciting, and innovative learning environment to students. ● Serving as advisors to students.
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Position	Instructional Team Advisor
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Support a team of teachers in navigating challenges that arise in their work, including parent communication, intervention, and non-compliance ● Provide leadership and clear communication of expectations to assist teachers with meeting assigned deadlines, compliance, and school culture ● Host monthly in-person team meetings and hold office hours as needed ● Proactively address any concerns regarding teacher performance and discuss opportunities for improvement

Position	Mentor Teacher
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Meet with their assigned HST on a regular basis to cultivate a mentorship relationship and to provide ongoing support as the HST learns the responsibilities of the position ● Answer questions and assist with tasks as needed throughout the school year, including master agreements, attendance, AWRs, work samples, YET, etc. ● Review HST's work records and other compliance documents as necessary, providing feedback and coaching ● Proactively offer weekly support to HST in prioritizing work, organization, and efficiency ● Provide guidance to HST on questions that arise with student and family support, compliance, etc.

Position	Digital Resource Specialist
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Coordinate the creation and management of digital resources, including websites and the digital handbooks ● Source, create, edit, and publish content for the websites, handbooks, and other digital resources maintained by the Sequoia Grove schools ● Serve as the primary systems administrator for the CMS platform (Finalsite) ● Maintain a library of digital resources

	<ul style="list-style-type: none"> ● Support the development and integration of new digital resources, as needed ● Ensure that digital resources are user friendly, compatible with mobile devices, and ADA compliant ● Ensure that all government mandated resources are published on the appropriate sites ● Work closely with the Communication and PR Specialist and school leadership to ensure consistency of messaging. ● Oversee the training and support of content creators and editors. ● Work with leadership and other members of the community to continuously improve the functionality and quality of our digital resources to better support our staff and families. ● Assist with the creation of professional development and training resources as needed.
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Position	JHVA Program Coordinator
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Create, implement, and oversee Junior High Virtual Academy ● Interview, hire, and support teachers ● Observe and evaluate teacher performance ● Respond to parent questions/concerns ● Work with student support, SPED, and ELL coordinators to create a plan to serve sub-groups ● Meet with ADs/Directors as needed to discuss each of the schools' needs

Position	JHVA Teacher
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Provide live, virtual instruction twice per week for each class (totaling 4 hours) and virtual office hours twice per week (totaling 2 hours) ● Plan engaging lessons and activities aligned to California State Standards ● Maintain current grades in the Schoology platform; monitor and share student progress with HST, parent, and student weekly ● Provide additional support as needed for struggling students or those identified as SPED/504/ELL ● Attend monthly JHVA team meetings and trainings

Position	Educational Services and 504 Coordinator
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Responsible for the coordination and oversight of section 504, supporting Special education assessments, services, programming, and Charter wide health services

	<ul style="list-style-type: none"> ● Assist in providing leadership and management in administering, monitoring, coordinating and evaluating Special Education programs and services ● Supports the Director of Educational Services with due process and IEE requests related to special education and 504's.
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Position	Special Education Compliance & PD Coordinator
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Develop, coordinate, and deliver virtual professional development for both general education and special education staff on Special Education compliance and any other assigned focus area. ● Supports compliance monitoring activities (i.e. SEIS report pulls, corrections) ● Supports the administration with the preparation and documentation for reporting information and data to comply with SELPA, state, and federal guidelines for programs as assigned (i.e. CDE and SELPA). ● Works with the Special Education SEIS/Records Tech to monitor and pull monthly SEIS reports

Position	Special Education Program Specialist
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Attends and serves as an admin designee to determine the continued eligibility of a student for the special education program for all level 2 IEPs ● Provide direct and indirect coaching support to general education, special education, and parents ● Conduct bi-weekly caseload checks with assigned teachers and hold 1-hr open office hours 2x weekly: morning/afternoon ● Monitor SEIS regularly by reviewing the dashboard, reports, and service tracker for special education compliance and provide technical support ● Every Program Specialist will have a focus area that they support the department with.

Position	Education Specialist (Special Education Teacher)
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Develop Initial, Interim, Annual, Triennial Individualized Education Plan (IEP) in collaboration with IEP team members using the Special Education Information System (SEIS) program. ● Schedule and prepare all materials for IEP meetings. ● Consult/collaborate with parents, staff, and service providers to ensure appropriate delivery of special education related services. ● Maintain special education records to meet compliance guidelines. ● Teach Specialized Academic Instruction (SAI) classes to caseload to ensure

	successful progress toward student’s IEP goals.
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Position	Special Education School Psychologist
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Draft and send Assessment Plans ● Casemanage virtual and in-person assessments/assessors ● Conduct in-person and virtual assessments ● Review all assessment reports ● Write assessment report ● Attend IEE meetings ● Attend and complete 504 assessments/meetings as needed ● Attend contentious/challenging assessment IEP meetings

Position	School Nurse
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Perform vision and hearing screenings for special education and general education students ● Complete Health Assessments ● Complete Health Care Plans ● Train staff on Health Care Plan implementation ● Attend IEP meetings ● Plan and hold Health Screening Events

Position	Educational Services Office Manager/Assistant
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Supports all classified special education and student support staff ● Assists with upkeep of department websites, shared drives, and public documents ● Maintains daily office logistics of Classified staff and office equipment ● Works closely with the Director of Special Education on invoices, orders, inventory, SELPA reporting and annual projects ● Answer Special Education general email accounts and phone lines ● Coordinates IEP scheduling with Case Managers ● Process and keeps a database of low incidence purchases and order tracking ● Processes and maintains records on low incidence and assistive tech. invoices, student documentation, and price listings ● Update budget including credits, returns and receipts for accounting purposes ● Collaborates with Case Managers, IT, Curriculum and Enrichment teams to ensure prompt delivery of items

Position	Special Education Assessment Tech
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Process incoming parent, teacher, IEP team assessment requests ● Assign assessors to students ● Ensure assessment completion

Position	Special Education Services Tech
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Send NPA contracts ● Send ISA's ● Assign services to providers ● Send IEE ISA's/Contracts

Position	Special Education SEIS Tech
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Coordinates with internal staff and outside school districts on incoming and student withdraws ● Monitors SELPA mandated timelines and coordinates with Case Managers to ensure compliance ● Maintains SEIS records including eligibility changes to ensure accuracy of information ● Manages and supports SEIS user accounts, correcting data and log-in errors as needed

Position	MTSS Coordinator
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Oversees the MTSS Intervention teachers and school counselor/sst coordinator. ● The MTSS Coordinator works with the Homeschool Teacher (HST), parents, students, and all other academic staff within our schools that support students. ● The MTSS Coordinator oversees the organization, development, and maintenance of curriculum and direct instruction for intervention. ● The MTSS Coordinator will oversee teacher data collection, lesson planning, and intervention implementation

Position	MTSS Intervention Teacher
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Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Supports students by leading intervention classes i.e. math, reading, and writing ● Develops lesson plans and provide direct instruction for intervention via a virtual platform ● Provides data for SST and 504 meetings and communicate with parents, teachers, staff regarding progress or further interventions needed ● Assists general education teachers with the selection of appropriate curricula and the development and implementation of appropriate strategies
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Position	School Counselor/SST Coordinator
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Holds weekly group and individual counseling sessions for Tk-12 students ● Holds office hours for staff and parent support ● Implements SEL curriculum ● Coordinates Students in Crisis support for students and their families so that students may maintain safety, and access to education as they work through difficult periods in their lives. ● Schedules, runs and oversees SST cases, team and processes

Position	MTSS Tech
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Support with scheduling and tracking of 504 and SST meetings, planning, organizing and data analysis. ● Assist with progress monitoring & data collection uploads to SIS ● Assist Student Support, 504 and Intervention programming ● Assist teachers with questions ● Runs 504 and SST data reporting ● Ensures 504 compliance

Position	Business & Categorical Programs Tech
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Support with completing the annual Consolidated Application (ConApp) ● Support administration with the development, facilitation, implementation and monitoring of State and Federal Program budgets/expenditures for each Charter including overseeing coding of expenditures ● Compile a variety of statistical data for categorical and charter reporting, including budget, staffing costs and expenditures of funds

	<ul style="list-style-type: none"> ● Approve invoices, review AP loading, selection, processing, including aging report. ● Attend weekly cash flow meetings ● Maintain compliance records for categorical purchases, staffing costs and school categorical budgets and charter oversight ● Maintain repository for Compliance Monitoring Tools and verify accuracy of submissions for management follow up and approval ● Provide support, with complex formatting and data insertion, for Board documents, staff reports and other compliance documents ● Support administration with the shared staff memorandum of understanding monthly billing process ● Conduct categorical, business, and financial compliance checks ● Support state, federal, 990 audits
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Position	Community Programs Coordinator
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Oversee Community Program development to include; academic and enrichment workshops, clubs, parent education, and events ● Collaborate with all members of the team to explore innovative ideas that will improve school wide community offerings ● Collect and analyze regular feedback from stakeholders ● Develop and manage program schedule and calendar of events ● Establish a process for implementing and overseeing HST adjunct duties ● Assist HSTs with development of workshops, activities, events, and clubs ● Manage student program registration ● Present information related to Community Programs at staff meetings as needed ● Assist with Kindergarten and 8th grade promotions

Position	Instructional Materials Administrator
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Provide direct support to assigned Assistant Director and other staff members in the Secondary Approval Process and Enrichment Department ● Evaluate and make recommendations on the appropriateness of items for students that have been deemed outside of the normal enrichment guidelines ● Communicate changes in policies and procedures regarding the Secondary Approval Process and Enrichment Guidelines with the local Enrichment Team ● Support administrators, HSTs, and/or families with curriculum and enrichment questions, choices, options, and policies and procedures ● Communicate relevant curriculum and enrichment information with HSTs and families via North News, Monday Memos, appropriate websites, and social media channels

	<ul style="list-style-type: none"> ● Creates product and curriculum guidelines in regard to content and appropriateness for educational purposes. ● Provide support to administration regarding funding distributions and other planning amount policies. ● Supports instructional material ordering systems on behalf of the schools. ● Works with parents, HSTs, and administrators to obtain services and materials as needed.
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Position	Data Analyst
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Monitors progress related to the California School Dashboard including state and local Indicators and monitoring accuracy of corresponding data within the Aeries Student Information System, the Local Control Accountability Plan (LCAP), district assessments ● Maintains a current understanding of how data related to state accountability is entered into district student information system and alignment with state data reporting system (CALPADs) ● Assists with the implementation of district and state assessments within the California Assessment of Student Performance and Progress (CAASPP), including related data-based preparation and monitoring of data in Test Operations Management System Resources (TOMS) ● Assist in preparing and presenting the SARCs ● Participates in professional activities, conferences, and researches best instructional practices in assessment and data analysis ● Maintains and updates data collection and reporting calendar, and completes related reports as required ● Manages and manipulate large amounts of data using a variety of relevant web-based applications

Position	High School Counselor
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Keep students, families, staff, and stakeholders informed of resources, high school requirements, and college and career information ● Host virtual and in-person high school information sessions for returning 8th grade families ● Create and host virtual and in-person information sessions regarding college applications, financial aid, social/emotional help, scheduling advice, career opportunities, concurrent enrollment ● Monitor graduation requirements and educational progress of each student ● Support Home School Teachers in scheduling students for success ● Advise students and families on the concurrent enrollment process, college admissions, and financial aid opportunities

	<ul style="list-style-type: none"> ● Work with Enrollment, School Accountability, Records, and CALPADS teams to ensure student information is accurate ● Support students in social/emotional matters
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Position	CTE & HS Curriculum Coordinator
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Enhance the high school program by serving as an educational leader responsible for training and assistance to HSTs as needed ● Maintain relationships with a wide variety of vendors and curriculum representatives ● Learn basic operational practices of any curriculum adopted for general use within the schools, offering training when needed ● Administer group licenses, assisting HSTs and parents in the use of their individual license ● Build a comprehensive CTE program, including all pathway components ● Verify that CTE offerings align with student population interests ● Maintain relationship with outside organizations contracted to assist with CTE ● Manage the writing and/or review written high school courses ● Assist with preparation/review of course catalogs and course descriptions, including “a-g,” AP, honors and NCAA offerings as necessary ● Assist with the UCOP course list and College Board adoptions ● Exhibit excellent communication skills in various media, promoting HS programs and keeping the handbook information current

Position	Guidance Tech
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Transcript maintenance ● Manage Master Student Roster ● Ensure accurate record keeping across all platforms

Position	Administrative & Governance Assistant
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Work directly with the Principal managing daily tasks. ● Provide secretarial assistance to the Principal by relieving him or her of administrative tasks such as composing, typing and editing letters and bulletins ● Managing google calendars

	<ul style="list-style-type: none"> ● Maintain school policies and procedures. ● Help organize details for meetings ● Pick up mail from authorizer & PO Box every week ● Editing & proofreading emails, paperwork ● Board meeting prep, follow up and planning
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Position	Communications and PR Specialist
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Develop and execute a strategic internal communications plan, aligning messaging with School culture, mission and strategic goals. (This includes an initial communications audit and listening campaign.) ● Interface with Admin and Teachers for proactive and reactive communications needs, determining essential messages and the right channels to deliver them ● Understand different internal audiences and tailor messages to each audience and the relevant strategic objective. ● Liaise between Admin and Staff, the Schools and Families. ● Clearly message policy updates, vital information and inspiration through regular newsletters, effective social media content, and the North News. ● Maintain a school calendar including all events across all departments (in conjunction to the Board-determined Academic Calendar). ● Attend meetings via Zoom (Admin, Enrollment and Board Meetings) as a listening ear and “good question asker” in an effort to produce a compilation draft for formal communication. ● Strategically match new families and HSTs with accurate maintenance of the Teacher Tracker. ● Plan and coordinate events (behind the scenes) for staff events such as Professional Development and All-Hands meetings in an effort to allow Admin to focus on excellent content. ● Create, distribute, and manage school-wide “talking points” for Teachers to maintain consistent and clear messaging related to projects, transitions, policies, and deadlines.

Position	EL Coordinator
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Check pathways twice a week, run a compliance report, add new EL enrollment ● Classify students as an English Learner or English proficient (IFEP) after Initial ELPAC results are in & communicating results with HST ● Making service plan to support the EL students and monitor the use of interventions ● Maintain communication with HSTs to aid in supporting EL students ● Complete RFEP monitoring monthly

	<ul style="list-style-type: none"> ● After summative results come back RFEP eligible students ● Attend IEP meetings to reclassify SPED EL students ● Complete Annual Parent Notification and mail out to families ● Assist in forming and maintaining an ELAC/DLAC ● Provide structured English immersion class via Zoom 1x per week ● Meet with ADs/Directors as needed to discuss each of the schools' needs ● Work with student support and language services to create a plan to effectively serve EL students ● Plan and carry out Summative ELPAC testing
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Position	Testing Coordinator
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Collaborate with the Testing Director regarding internal and state assessments ● First line of testing support for teachers and regional coordinators ● Coordinate teacher, student, and parent training for test administration ● Attend state testing meetings as needed ● Compile and organize testing data as needed ● Train TLCs in test administration best practices and procedures ● Create and implement testing calendars for the school year

Position	Curriculum Specialist
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Act as the primary knowledge resource for HSTs and families for Sequoia Grove's chosen online curriculum offerings for the families enrolled in any of the schools. This may include, but is not limited to the following: <ul style="list-style-type: none"> ○ Plan and record short video instructionals for each online program offered ○ Calendar and plan periodic training opportunities for both families and HSTs on the best practices of online curricula ○ Update the HST Handbook and post to Google Classroom as needed ● Manage enrollment and licensing in programs and work with curriculum companies to set up teacher and student accounts ● Extract performance and usage data from the chosen curricula to assist with monitoring academic achievement in Math and ELA

Position	Curriculum & Assessment Assistant
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Create and share Not Tested Report for ITAs and Admintools monitor completion

	<ul style="list-style-type: none"> ● Upload scores to student portal on School Pathways ● Complete annual RFEP monitoring (monthly) ● Help send out Summative ELPAC results and RFEP Eligibility Forms. ● Work with SPED and Student Support to ensure that all students have accurate accommodations and that they are properly implemented at test locations ● Upload student accommodations and designated supports into TOMs ● Assign CAA & HS tests in TOMS ● Process opt-outs ● Work with the Tech department to make sure adequate equipment is available for all schools. Track and manage router numbers ● Set up and manage all aspects of the back end of student registration in Pathways ● Upload student score reports into Pathways ● Assist the Testing Coordinator as needed with communication to teachers and families regarding testing windows, locations, and dates for each region ● Set up and manage all aspects of the back end student registration in Pathways ● Create and maintain PFT Data Collection spreadsheet ● Prepare and upload data sheets to school PFT portal
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Position	Lead Family Liaison
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Oversees team of family liaisons ● Serves as initial point of contact, “face” of our schools for prospective families ● Serve as the voice and bridge for families with the schools ● Plans and manage all aspect of field trips ● Assists Enrollment Team: creates smooth transition for families and HSTs ● Monitor and maintain social media platforms to answer parent questions ● Partner with departments and programs throughout our school - Community Connections, Lending Library ● Organize and host monthly and annual events: Park Days, Vendor & Curriculum Fair, Book Fairs, Enrichment Events ● Critical in educating families on the appropriate use of student planning amounts ● Create and distribute weekly communication with tips, events, commentary, resources ● Work closely with Admin to relay and response to concerns within the parent community and facilitate school-home communication ● Extensive understanding of vendors - assist vendors with social media posts and critical to cultivate positive relationships between schools, families, and vendors

Position	Family Liaison
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Serves as initial point of contact, “face” of our schools for prospective families ● Serve as the voice and bridge for families with the schools ● Provide platform for parent information and connection ● Assists Enrollment Team: creates smooth transition for families and HSTs ● Monitor and maintain social media platforms to answer parent questions ● Partner with departments and programs throughout our school - Community Connections, Lending Library ● Organize and host monthly and annual events: Park Days, Vendor & Curriculum Fair, Book Fairs, Enrichment Events ● Critical in educating families on the appropriate use of student planning amounts ● Extensive understanding of vendors - assist vendors with social media posts and critical to cultivate positive relationships between schools, families, and vendors

Position	
Description of Services	<p>ities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Provide live, virtual instruction two times per week for each class (totaling 4 hours) ● Hold scheduled, virtual office hours twice per week (totaling 2 hours) ● Individual appointments for student support (as requested) ● Lesson planning and course creation ● Learning activities aligned to state “power” standards ● Plan and supervise content-aligned field trips / events (virtual or in-person) ● Upload course content and maintain grades on Schoology (or other adopted LMS program) ● Grade assignments within one week of submission ● Weekly progress monitoring and communication with families, HSTs, and administration ● Review and implement IEP / 504 accommodations ● Assist with parent professional development ● Maintain a roster of 14 students and complete all HST duties as outlined in HST job description

Position	Community Liaison
Description of Services	<p>Duties and responsibilities include, but are not limited, to:</p> <ul style="list-style-type: none"> ● Identify homeless and foster youth through enrollment and proof of residency documentation ● Obtain a list of resources available to families from local and state agencies. These may include: <ul style="list-style-type: none"> ○ Food service/distribution ○ Transportation ○ Technology Access ○ Housing/shelter resources ○ Medi-cal info ○ Social-Emotional support ● Update and maintain website with information for families that may qualify for programs ● Communicate regularly with HSTs to ensure awareness of programs available

The information below is still being determined and will be presented in the fall for approval.

As detailed in Attachment C, the allocation of cost per school will be determined in one of three ways

Category 1: Allocation by Student Roster Count Served Directly (e.g., fee charged to School on a per-student served basis)

Category 2: Allocation by Total Enrollment. Each Party's Allocation for Category 2 personnel shall be determined by dividing their enrollment by the combined enrollment of all Parties to this MOU, as set forth below:

Party	Total Enrollment	Allocation
Clarksville Charter School	1600 estimated	37%
Feather River Charter School	1800 estimated	42%
Lake View Charter School	635 estimated	15%
Winship Community School	300 estimated	6%

Category 3: Allocation by Number of Students in a Particular Group

Party	SPED Enrollment	Allocation
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Clarksville Charter School		
Feather River Charter School		
Lake View Charter School		
Winship Community School		
Party	Student Support Enrollment	Allocation
Clarksville Charter School		
Feather River Charter School		
Lake View Charter School		
Winship Community School		

Lessee schools shall be charged based on the allocation method agreed upon for each position as shown herein and in Attachment C. The amount charged will be the percentage of the total cost per Shared Personnel.

Each Party's Allocation shall be determined and reassessed at the following intervals:

1. First Assessment for Category 2 Personnel. The Parties shall determine the Allocation no later than July 1, based upon each Party's second principal apportionment report (P-2) for the prior school year and staffing.
2. Second Assessment for Category 2 Personnel Shared by ADA. The Parties shall re-assess the Allocation no later than December 15, based upon each Party's ADA as of that date, and any resulting adjustments shall be effective as of January 1.
3. Assessment for Category 3 Personnel. Enrollment for the Category 3 specific student groups described above will be updated each month at the snapshot, and each Party's share of costs for the upcoming month will be updated accordingly.

ATTACHMENT B
SHARED PERSONNEL TRACKING

This information is still being determined and will be presented in the fall for approval.

ATTACHMENT C

Total Estimated Costs

This attachment is governed by and subject to the provisions of the Memorandum of Understanding regarding the provision of personnel Services, the terms of which are incorporated herein, between Clarksville Charter School, Feather River Charter School, Lake View Charter School, and Winship Community School.

The attachment incorporates the estimated total cost of employing Shared Personnel split by each respective category described in Attachment A (Category 1: Costs split based on students served, Category 2: costs split by ADA percentage, and Category 3: Costs split by student groups served). This attachment is approved and effective as of the date of full execution of this MOU. The attachment delineates each Party's equitable share for each Shared Personnel.

This information is still being determined and will be presented in the fall for approval.











DOCS-#4503180-v1-North Schools_Draft MOU for Shared Services 2021-22


Final Audit Report

2021-06-22


Created:	2021-06-16
By:	Katie Royer (katie.royer@sequoiagrove.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1XsvLy0MSyx9Bcm9zqcgFkNoGDFoZ-e7

"DOCS-#4503180-v1-North Schools_Draft MOU for Shared Services 2021-22" History


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2021-06-16 - 5:23:16 PM GMT- IP address: 99.33.250.65
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2021-06-16 - 5:37:55 PM GMT
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