Clarksville Charter School

Special Board Meeting

Date and Time

Wednesday March 30, 2022 at 6:45 PM PDT

Join Zoom Meeting
https://sequoiagrove-org.zoom.us/j/4075258260
Meeting ID: 407 525 8260
Passcode: 546272
One tap mobile
+14086380968,,4075258260# US (San Jose)
+16699006833,,4075258260# US (San Jose)
Dial by your location
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
Meeting ID: 407 525 8260
Find your local number: https://sequoiagrove-org.zoom.us/u/kcv9bkellW

“Meeting held pursuant to Government Code 54953 and emergency findings previously adopted by the Board”

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**6:45 PM**
A.	Establish Quorum/Record Attendance		Emily Allen	
B.	Approval to Continue Meeting Virtually per Report of Findings		Emily Allen	
C.	Call the Meeting to Order			
D.	Approval of Consent Agenda Consent Agenda includes: • Agenda for tonight's Special Board Meeting • Minutes from March 16, 2022 Regular Board Meeting • Kindergarten and Transitional Kindergarten Policy (updated)		Emily Allen	
E.	Public Comment on Non-Agenda Items			3 m
II.	**Operations**			**6:48 PM**
A.	Approval of Executive Director Job Description		Jenell Sherman	
B.	Approval of Associate Executive Director Job Description		Jenell Sherman	
C.	Approval of Executive Director and Associate Executive Director Interview Timelines and Process		Jenell Sherman	
D.	Approval of Organizational Charts		Jenell Sherman	
III.	**Finance**			
A.	Approval of Salary Schedule		Jenell Sherman	
IV.	**Closing Items**			
A.	Board Member Requests to Add Items to Future Board Meeting Agendas			
B.	Announcement of Next Regular Scheduled Board Meeting		Emily Allen	

		Purpose	Presenter	Time
	The Next Regular Scheduled Board Meeting is April 27, 2022 at 6:30 PM			
C.	Adjourn Meeting		Emily Allen	

Prepared by:
Katie Royer
Noted by:

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Board Secretary

Public Comment Rules for Non-Agenda Items:
Members of the public may address the Board on non-agenda items through the teleconference platform, Zoom, during the time allocation for public comment on non-agenda items. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board during this time or simply communicate orally your desire to address the Board when the Board asks for public comments on non-agenda items. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per single topic. If a member of the public utilizes a translator to address the Board, those members of the public are allotted 4 minutes each to accommodate translation time. By law, the Board is allowed to take action only on items on the agenda. However, the Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Public Comment Rules for Agenda Items:
Members of the public may address the Board on agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board on that agenda item or simply communicate orally your desire to address the Board when the Board asks for public comment on that item. Public comment will be allowed following the staff report, if any, on each agenda item.
Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per agenda item. If a member of the public utilizes a translator to address the Board, those members of the public are allotted 4 minutes each to accommodate translation time.

Note: The Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at (530) 927-5137 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Coversheet

Approval to Continue Meeting Virtually per Report of Findings

Section: I. Opening Items
Item: B. Approval to Continue Meeting Virtually per Report of Findings
Purpose:
Submitted by:

BACKGROUND:

AB 361 provides that if a state of emergency remains in place, a local agency must make the following findings by majority vote every 30 days, in order to continue using the bill's exemption to the Brown Act teleconferencing rules:

(A) The legislative body has reconsidered the circumstances of the emergency; and

(B) Either of the following circumstances exists:

1. the state of emergency continues to directly impact the ability of board members to meet safely in person, or
2. State or local officials continue to impose or recommend social distancing measures.

Charter school boards are required to vote every 30 days to make the required findings regarding the continuing emergency and vote to continue using the law's exemptions.

RECOMMENDATION:

The School Board has met the finding that a state of emergency continues to directly impact the ability of the members to meet safely in person. Motion to continue the School Board meetings virtually pursuant to AB 361.

Coversheet

Approval of Consent Agenda

Section: I. Opening Items
Item: D. Approval of Consent Agenda
Purpose:
Submitted by:
Related Material: DRAFT_ Kindergarten and TK Policy - Clarksville V5.docx
2022_03_16_board_meeting_minutes ccs DRAFT.pdf

CLARKSVILLE
CHARTER SCHOOL

Kindergarten and Transitional Kindergarten Policy

Clarksville Charter School is committed to providing educational instruction to all students. The Executive Director or designee shall ensure that the Charter School provides a non-discriminatory and equal enrollment process for students of Transitional Kindergarten and Kindergarten age, in compliance with current state requirements.

The purpose of the Clarksville Charter School Governing Board approving this Kindergarten and Transitional Kindergarten Policy is to accomplish the following:

1. Establish the Enrollment in Kindergarten
2. Establish the Enrollment for Transitional Kindergarten Eligible Students
3. Establish Enrollment in Transitional Kindergarten
4. Outline Adherence to All Non-Discrimination Laws

1. Enrollment in Kindergarten: Pursuant to EC 48000(a), a child is eligible for kindergarten if the child will have their fifth birthday by September 1.

2. Enrollment in Kindergarten for Transitional Kindergarten Eligible Students: Pursuant to EC 48000(b), A child having attained the age of five years at any time during the school year with the approval of the parent or guardian, may be admitted to kindergarten subject to the following conditions:

- The governing board determines that the admittance is in the best interests of the child. Determination will be based on standard criteria set by school administration and is based on standardized guidelines for academic and developmental readiness for kindergarten. Staff determination of grade level placement will be made based on multiple measures including grade level appropriate formal assessments and student observations.
- The parent or guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

3. Enrollment in Transitional Kindergarten: Pursuant to EC 48000(c)(3)(B)(i), Transitional Kindergarten is the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate.

For the 2021-2022 ~~s~~School year, students must turn five years old between September 2nd and December 2nd to qualify for transitional kindergarten

For the 2022-2023 school year, students must turn five years old between September 2nd and

Commented [1]: insert table for the next few years

February 2nd to qualify for transitional kindergarten

For the 2023-2024 school year, students must turn five years old between September 2nd and April 2nd to qualify for transitional kindergarten

For the 2024-2025 school year, students must turn five years old between September 2nd and June 2nd to qualify for transitional kindergarten

For the 2025-2026 school year, students must turn five years old between September 2nd and September 1 to qualify for transitional kindergarten

- ~~The governing board determines that the admittance is in the best interests of the child. Determination will be based on standard criteria set by school administration and is based on standardized guidelines for academic and developmental readiness for transitional kindergarten. Staff determination of grade level placement will be made based on multiple measures including grade level appropriate formal assessments and student observations.~~
- ~~The parent or guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.~~

4. **Adherence to All Non-Discrimination Laws:** This policy adheres to all non-discrimination laws and is subject to the same enrollment processes as all otherwise qualified students. Enrollment into the charter school will be consistent with all other enrollment guidelines. In the event that a parent or guardian disagrees with the enrollment or grade level placement recommendations of staff, they may appeal the decision in accordance with the school's complaint procedures.

DRAFT

Clarksville Charter School

Minutes

Regular Scheduled Board Meeting

Date and Time
Wednesday March 16, 2022 at 6:30 PM

Location
Join Zoom Meeting
https://sequoiagrove-org.zoom.us/j/4075258260
Meeting ID: 407 525 8260
One tap mobile
+14086380968,,4075258260# US (San Jose)
+16699006833,,4075258260# US (San Jose)
Dial by your location
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
Meeting ID: 407 525 8260
Find your local number: https://sequoiagrove-org.zoom.us/u/kcv9bkellW

The mission of Clarksville Charter School is to develop the individual gifts of students in El Dorado County and adjacent counties to become critical thinkers, responsible citizens and innovative leaders prepared for academic and real-life achievement in the 21st Century. The mission will be accomplished through quality, personalized, standards-based education which could include online coursework, offline textbook work, project-based learning, and unique hands-on and experiential learning experiences facilitated in partnership with students, parents, staff, and community.

Directors Present
Emily Allen (remote), Kelley Laliberte (remote), Keri Dalebout (remote), Lisa Jobe (remote), Tiffiny Farley (remote)

Directors Absent
None

Guests Present
Darcy Belleza (remote), James Surmeian (remote), Jenell Sherman (remote), Julie Haycock-Cavender (remote), Katie Royer (remote)

I. Opening Items

A. Record Attendance

B. Continue to Meet Virtually per Report of Findings Regarding AB361

Lisa Jobe made a motion to continue to meet virtually per Report of Findings.
Keri Dalebout seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Call the Meeting to Order

Emily Allen called a meeting of the board of directors of Clarksville Charter School to order on Wednesday Mar 16, 2022 at 6:35 PM.

D. Consent Agenda

Lisa Jobe made a motion to approve the Consent Agenda.
Kelley Laliberte seconded the motion.
The Consent Agenda includes:

- Approval of agenda
- Approval of Minutes from February 16, 2022 Regular Scheduled Board Meeting
- Approval of Minutes from March 7, 2022 Special Board Meeting.
- Evaluation Policy
- Residency Policy
- 2022-2023 Staff Contracts

The board **VOTED** unanimously to approve the motion.
Lisa Jobe made a motion to approve the minutes from Regular Scheduled Board Meeting on 02-16-22.
Kelley Laliberte seconded the motion.
The board **VOTED** unanimously to approve the motion.
Lisa Jobe made a motion to approve the minutes from Special Board Meeting on 03-07-22.
Kelley Laliberte seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Closed Session

Keri Dalebout made a motion to go into Closed Session at 6:37 PM.
Lisa Jobe seconded the motion.
Keri Dalebout made a motion to come out of Closed Session at 6:58 PM.
Kelley Laliberte seconded the motion.
The Board voted unanimously on the motion.
The board **VOTED** unanimously to approve the motion.

F.

Announcement of Any Action Taken During Closed Session

Kelley Laliberte announced that no action was taken during Closed Session.

G. Public Comments

No public comments.

H. Executive Director's Report

Jenell Sherman presented the *Executive Director's Report.*

II. Finances

A. February Financials

Keri Dalebout made a motion to approve the February Financials.
Lisa Jobe seconded the motion.
James Surmeian presented the February Financials.
The board **VOTED** unanimously to approve the motion.

B. Local Control and Accountability Plan (LCAP) and Local Control Funding Formula (LCFF) Presentation

Kulpreet Pummay presented the Local Control and Accountability Plan (LCAP) and Local Control Funding Formula (LCFF) Presentation.

III. Academic Excellence

A. Universal Preschool and Expanded Learning Opportunities Program

Darcy Belleza presented the Universal Preschool and Expanded Learning Opportunities Program.

B. Public Hearing for Universal Preschool and Expanded Learning Opportunities Program

Kelley Laliberte made a motion to open Public Hear for Universal Preschool and Expanded Learning Opportunities Program at 8:17 PM.
Lisa Jobe seconded the motion.
Lisa Jobe motioned to Close Public Hearing at 8:25 PM.
Keri Dalebout seconded the motion.
The Board voted unanimously on the motion.

Board member asked if we would redo our charter to include preschool.

Ideas:

- Virtual preschool with physical subscription box

The board **VOTED** unanimously to approve the motion.

IV. Closing Items

A.

Board of Director's Comments & Requests

Emily Allen requested a redlined copy of updated board policies moving forward.
Lisa Jobe praised the presentation by High School Virtual Academy student.
Lisa Jobe (as a parent) is overwhelmed with school's electronic communications.

B. Announcement of Next Regular Scheduled Board Meeting

Emily Allen announced the Next Regular Scheduled Board Meeting is April 27, 2022 at 6:30 PM.

C. Adjourn Meeting

Lisa Jobe made a motion to adjourn the Meeting.
Kelley Laliberte seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:32 PM.

Respectfully Submitted,
Emily Allen

Prepared by:
Katie Royer

Noted by:

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Board Secretary

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Note: The Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at (530) 927-5137 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).

Coversheet

Approval of Executive Director Job Description

Section: II. Operations
Item: A. Approval of Executive Director Job Description
Purpose:
Submitted by:
Related Material: Executive Director - Job Description.docx.pdf

Executive Director Job Description	
Direct Report	School Board
FSLA Status	Full-Time Exempt
Supervises	Certificated & Classified Staff
Salary Schedule	D (Certificated) 220 work days *
Classification	Certificated

Summary of Position:

The Executive Director is responsible for the effective operation, management and successful leadership of the schools including the general administration of all instructional, business or other operations of the schools, and for advising and making recommendations to the School Boards on such items/areas. He/she is also responsible for the support and growth of the charter school including both teaching and support staff as well as students and families. The 12 month position requires the Executive Director work in both his/her home office and out in the field as needed. The Executive Director is not required to carry a caseload of students. The Executive Director will demonstrate the qualities of a servant leader and uphold and promote the school's mission, vision and values at all times.

Essential duties and responsibilities:
*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address needs and changing practices.*

Duties and Responsibilities

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the schools
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the schools
- Act as a professional advisor to the Board of Directors on all aspects of the schools'

activities, the condition of the school's educational program and assure effective communication between the Board and school staff as needed
- Foster effective teamwork between the Boards, the Executive Director, Associate Executive Director and Cabinet and between the Executive Director and staff
- Conduct official correspondence on behalf of the Boards as appropriate and jointly with the Boards when appropriate
- Plan and implement Instructional Cabinet meetings and development
- Work directly with Administrative Cabinet, School Principals, Instructional Cabinet and Instructional Team Advisors on a regular basis to plan and implement goals, mission and vision of the schools
- Participate in annual self and board evaluation

Operational planning and management
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the schools
- Ensure that the operation of the schools meets the expectations of its educational partners and Boards
- Oversee the efficient and effective day-to-day operation of the schools
- Draft policies for the approval of the Boards and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure the LCAP is created and implemented, report Local Dashboard Indicators, implement WASC Action Plan
- Assure all reports, requests, and other deliverables as required by various governing or authorizing bodies or Board policies are complete
- Ensure that personnel and students files are securely stored and privacy/confidentiality is maintained
- Provide support to the Boards by preparing meeting agenda and supporting materials and helping to plan annual board training
- Ensure fulfillment of accreditation recommendations and requirements
- Formulate and execute charter renewal and accreditation documents
- Manage the process of charter review and revision

Instructional planning and management
- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the schools contribute to the organization's mission and reflect the priorities of the Schools
- Monitor the delivery of instruction, programs and services of the schools to maintain or improve quality

- Advocate for equitable academic and extracurricular programs in all facets of the school and promote student academic achievement at all levels
- Work with Assessment team to monitor student data to drive instruction and programs
- Monitor and ensure successful testing participation and administration
- Ensure SPED and intervention services are provided appropriately
- Ensure proper teacher training and professional development is being provided
- Monitor and support compliance issues that arise with students, Homeschool Teachers, or ITAs, including Compliance Conferences
- Collaborate with Department Directors and Administrators and ensure information, processes, and procedures from Departments are shared with fidelity and in a timely manner

Human resources planning and management

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Recruit, interview and select staff that have the right technical and personal abilities to help further the schools' mission
- Approve school employee salaries, stipends, overtime, and time off requests, execute staff contracts
- Ensure that appropriate onboarding and training is provided to new staff
- Implement a performance management process for all staff which includes working with teams on conducting performance reviews
- Coach and mentor staff as appropriate to improve performance, provide additional support to staff when necessary using appropriate techniques; release staff when necessary using appropriate and legally defensible procedures

Financial planning and management

- Work with the Associate Executive Director, Chief Fiscal Officer, staff, and back office and Boards to prepare a comprehensive annual budget
- Work with the Boards to secure adequate funding for the operation of the school
- See that all funds, physical assets, and other property of the school are appropriately safeguarded and administered
- Approve expenditures within the authority delegated by the Boards and according to Fiscal Policies

- In collaboration with CFO, administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization, and ensure that annual budgets and financial reports are prepared and submitted to all pertinent parties
- Work with the CFO to project academic program needs, capital project planning, and professional development
- Ensure that sound bookkeeping and accounting procedures are followed
- Work with back office company to provide the Boards with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation and withholding payments

Oversight of Legal Issues

- Oversee activities related to 501(c)3 status
- Comply with state regulations and licensing requirements
- Ensure legal basis for all school policies and administrative actions
- Oversee coherent policy of student conduct, special needs requirements, and supervision
- Review and recommend school insurance and risk management coverage
- Oversee legal compliance of policies, procedures, and staffing
- Ensure compliance with all state and Federal laws, guidelines, requirements

Community relations/advocacy/communication

- Communicate with educational partners to keep them informed of the work of the schools and to identify changes in the community served by the organization
- Foster positive authorizer relationships
- Collaborate on regular communication to staff through weekly bulletin, staff meetings and emails
- Be responsive and address staff, student, parent, community, and board concerns and calls
- Work closely with Charter Service Organization to ensure services are being provided
- Represent the schools at community activities to enhance the school's community profile
- Establish good working relationships and collaborative arrangements with community groups, charter groups, other like charters and other organizations to help achieve the goals of the organization
- Be professional, fair, and a team player in all duties, actions, and communications

Qualifications:

- Resides within the service area of the school
- Hold a valid California Teaching Credential with an EL Authorization
- Administrative Credential – Obtained or Pathway
- Minimum 5 years of leadership experience, minimum 3 years administrative experience
- Minimum 5 year of charter experience including Homeschooling/Independent Study teaching experience
- Demonstrated excellent interpersonal communication skills and exceptional written and verbal communication skills
- Demonstrate strong decision making, problem solving and conflict resolution skills; able to make difficult decisions without being divisive
- Work experience and demonstrated ability to supervise and support a group
- Demonstrated ability to work with diverse audiences, work effectively as a team member, work independently, and be self-motivated
- Demonstrates strong financial intelligence and long term vision for fiscal stewardship; allocates resources according to school and board goals
- Demonstrated ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner
- Demonstrated competency in using electronic communications methods when distance/virtual trainings are a factor

Working Environment and Physical Demands:
The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is generally performed in the employees home. Employee is required to meet students in a public location.

Physical: Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machine; and talk or hear. The employee is occasionally required to stand or walk. The employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as carts and boxes of books.

Vision: See in the normal visual range with or without correction, read printed materials and tell differences among colors.

Hearing: Hear in the normal audio range with or without correction.

Speech: Speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups.

Hazards: Potential exposure to emotional individuals.

Additional Requirements:
Valid California Driver's License/proof of insurance (or reliable transportation)
First-Aid Certificate Desired
DOJ fingerprint Clearance
TB Risk Assessment Clearance
Appropriate US Work Permits as required

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

The Charter School does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Charter School maintains a tobacco-free, drug-free environment.

Coversheet

Approval of Associate Executive Director Job Description

Section: II. Operations
Item: B. Approval of Associate Executive Director Job Description
Purpose:
Submitted by:
Related Material: Associate Executive Director - Job Description.docx.pdf

Associate Executive Director Job Description	
Direct Report	Executive Director
FSLA Status	Full-Time Exempt
Supervises	Certificated & Classified Staff
Salary Schedule	D (Certificated) 220 work days *
Classification	Certificated

Summary of Position:

The Associate Executive Director assists the Executive Director in the effective operation of the schools, including the general administration of all instructional, business or other operations of the schools, and for advising and making recommendations to the School Boards on such items/areas. He/she is also responsible for the support and growth of the charter schools including both teaching and support staff as well as students and families. The 12 month position requires the Associate Executive Director work in both his/her home office and out in the field as needed. The Associate Executive Director is not required to carry a caseload of students. The Associate Executive Director will demonstrate the qualities of a servant leader and uphold and promote the school's mission, vision and values at all times.

Essential duties and responsibilities:
*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address needs and changing practices.*

Duties and Responsibilities

Leadership
- Works with Executive Director in developing a vision and strategic plan to guide the schools
- Help to identify, assess, and inform the Executive Director of internal and external issues that affect the schools

- Collaborates with the Executive Director on all aspects of the schools' activities, the condition of the school's educational program and assure effective communication between the Executive Director and school staff as needed
- Promotes teamwork among the Cabinet and all Directors and staff
- Assist in providing leadership over departments and teams in the schools

Operational planning and management

- Collaborate in the development of an operational plan which incorporates goals and objectives that work towards the strategic direction of the schools
- Help to oversee the efficient and effective day-to-day operation of the schools
- Assist the ED to ensure the LCAP is created and implemented, report Local Dashboard Indicators, implement WASC Action Plan
- Assure all reports, requests, and other deliverables as required by various governing or authorizing bodies or Board policies are complete
- Ensure fulfillment of accreditation recommendations and requirements

Instructional planning and management

- Assist in the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the schools contribute to the organization's mission and reflect the priorities of the Schools
- Monitor the delivery of instruction, programs and services of the schools to maintain or improve quality
- Advocate for equitable academic and extracurricular programs in all facets of the school and promote student academic achievement at all levels
- Work with Assessment team to monitor student data to drive instruction and programs
- Monitor and ensure successful testing participation and administration
- Ensure SPED and intervention services are provided appropriately
- Ensure proper teacher training and professional development is being provided
- Monitor and support compliance issues that arise with students, Homeschool Teachers, or ITAs, including Compliance Conferences
- Work directly with Administrative Cabinet, Instructional Cabinet and Instructional Team Advisors on a regular basis to plan and implement goals, mission and vision of the schools
- Collaborate with Department Directors and Administrators and ensure information, processes, and procedures from Departments are shared with fidelity and in a timely manner

Human resources planning and management

- Work with the Executive Director to determine staffing requirements for organizational management and program delivery
- Help oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations
- Help to recruit, interview and select staff that have the right technical and personal abilities to help further the schools' mission
- Ensure that appropriate onboarding and training is provided to new staff
- Oversees a performance management process for all staff which includes working with teams on conducting performance reviews
- Coach and mentor staff as appropriate to improve performance, provide additional support to staff when necessary using appropriate techniques

Financial planning and management

- Work with Executive Director, Chief Fiscal Officer, staff, back office and Boards to prepare a comprehensive annual budget
- See that all funds, physical assets, and other property of the school are appropriately safeguarded and administered
- In collaboration with the Executive Director and CFO, administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization, and ensure that annual budgets and financial reports are prepared and submitted to all pertinent parties
- Work with the the Executive Director and CFO to project academic program needs, capital project planning, and professional development

Oversight of Legal Issues

- Oversee state regulations and licensing requirements
- Help oversee coherent policy of student conduct, special needs requirements, and supervision
- Collaborate in review and recommendations for school insurance and risk management coverage
- Help oversee legal compliance of policies, procedures, and staffing
- Ensure compliance with all state and Federal laws, guidelines, requirements

Community relations/advocacy/communication

- Communicate with educational partners to keep them informed of the work of the schools and to identify changes in the community served by the organization
- Foster positive authorizer relationships

- Collaborate on regular communication to staff through weekly bulletin, staff meetings and emails
- Be responsive and address staff, student, parent, community, and calls
- Represent the schools at community activities to enhance the school's community profile
- Work closely with Charter Service Organization to ensure services are being provided
- Establish good working relationships and collaborative arrangements with community groups, charter groups, other like charters and other organizations to help achieve the goals of the organization
- Be professional, fair, and a team player in all duties, actions, and communications
- Provide oversight to individual school organization components

Qualifications:

- Resides within the service area of the school
- Hold a valid California Teaching Credential with an EL Authorization
- Administrative Credential – Obtained or Pathway
- Minimum 3 years of leadership experience & 1 year as a Director or Assistant Director
- Minimum 5 year of charter experience including Homeschooling/Independent Study teaching experience (such as HST or similar position)
- Demonstrated excellent interpersonal communication skills and exceptional written and verbal communication skills
- Demonstrate strong decision making, problem solving and conflict resolution skills; able to make difficult decisions without being divisive
- Work experience and demonstrated ability to supervise and support a group
- Demonstrated ability to work with diverse audiences, work effectively as a team member, work independently, and be self-motivated
- Demonstrates strong financial intelligence and long term vision for fiscal stewardship; allocates resources according to school and board goals
- Demonstrated ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner
- Demonstrated competency in using electronic communications methods when distance/virtual trainings are a factor

Working Environment and Physical Demands:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is generally performed in the employees home. Employee is required to meet students in a public location.

Physical: Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machine; and talk or hear. The employee is occasionally required to stand or walk. The employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as carts and boxes of books.

Vision: See in the normal visual range with or without correction, read printed materials and tell differences among colors.

Hearing: Hear in the normal audio range with or without correction.

Speech: Speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and in addressing groups.

Hazards: Potential exposure to emotional individuals.

Additional Requirements:
Valid California Driver's License/proof of insurance (or reliable transportation)
First-Aid Certificate Desired
DOJ fingerprint Clearance
TB Risk Assessment Clearance
Appropriate US Work Permits as required

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

The Charter School does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the

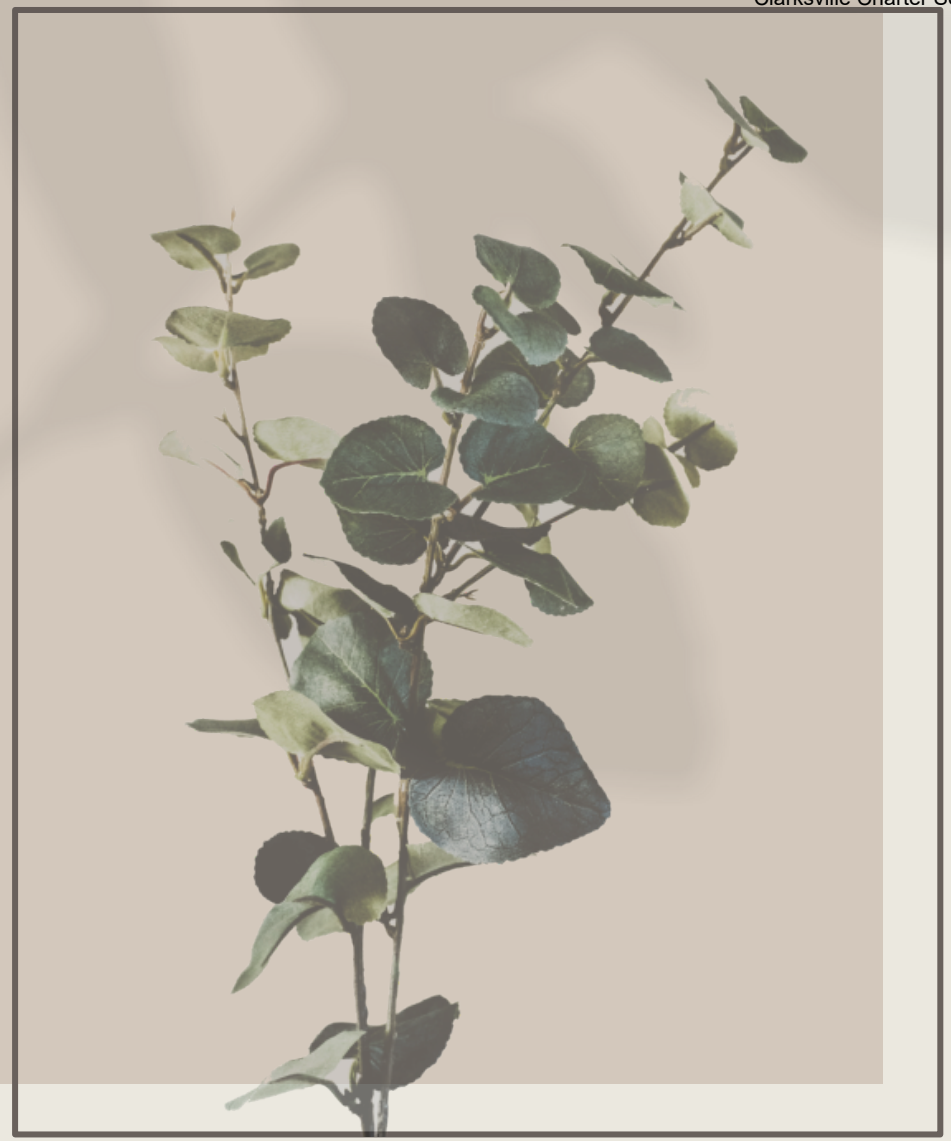
ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Charter School maintains a tobacco-free, drug-free environment.

Coversheet

Approval of Executive Director and Associate Executive Director Interview Timelines and Process

Section: II. Operations
Item: C. Approval of Executive Director and Associate Executive Director Interview Timelines and Process
Purpose:
Submitted by:
Related Material: Associate ED Search & Appointment Process.pptx



Associate Executive Director

Search & Appointment Process

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Goals for Tonight



- ❖Approve Job Description
- ❖Approve Salary Schedule
- ❖Approve updated Organizational Chart
- ❖ Approve the Timeline
- ❖ Nominate Board Member for Screening Team
- ❖ Nominate Board Member for Interview Team

proposed timeline for hiring

April 1-8

Posting for the position is Open Select Paper

Screening Group & Interview Groups (both include nominated board member from each board)

April 11-12

Paper Screening to narrow interview pool to four candidates

Meeting: candidate review, solidify interviews & questions

Invite candidates to interview

April 19 - 20

Interviews

Each candidate will interview with both teams

April 20-21

Interview teams select final candidate to bring to the boards

Position offered to final candidate.

April 26-27

Announce final candidate to boards in closed session at regular meeting

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Interview & Selection Process

2 Interview Teams of 4-5 participants each including:

- Current Executive Director
- 2 Staff Members
- Board Members (2 on each panel; one per school)
  - Lake View & Feather River on one panel
  - Clarksville & Winship on one panel

Interview team members will sign confidentiality agreement

Candidates will interview with each interview team

Both interview teams rate the candidates & meet to discuss



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Communication

May 6- Announce new Associate Executive Director at Staff Meeting

May 9- Announcement in Bulletin

May 10- Announcement in Sequoia Scoop



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Transition Plan



July 1

New contract begins for Associate Executive director.

July 1 - September 30, 2022

3 month contract for Julie - continue supporting during the transition period

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any questions

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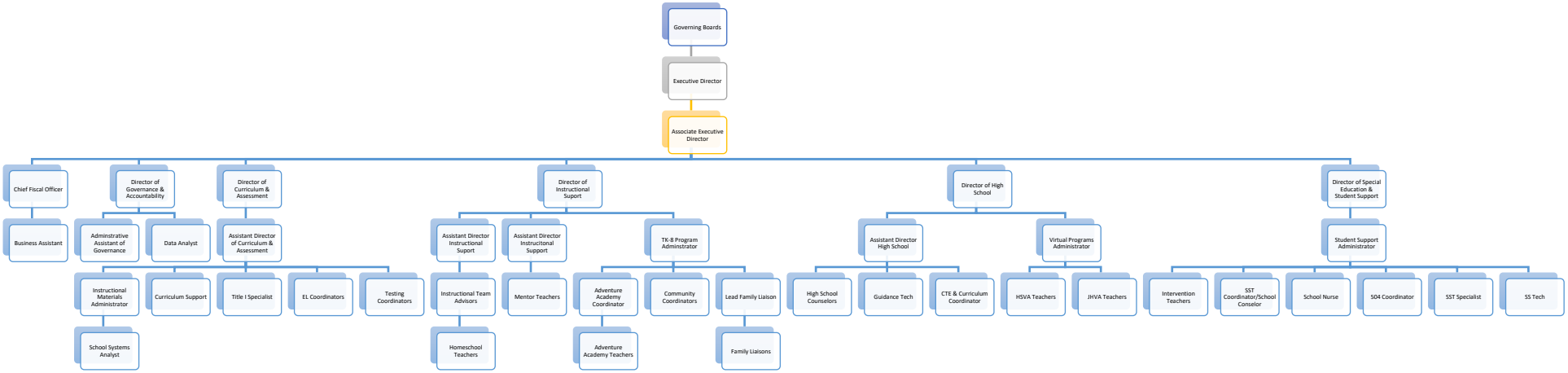
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Coversheet

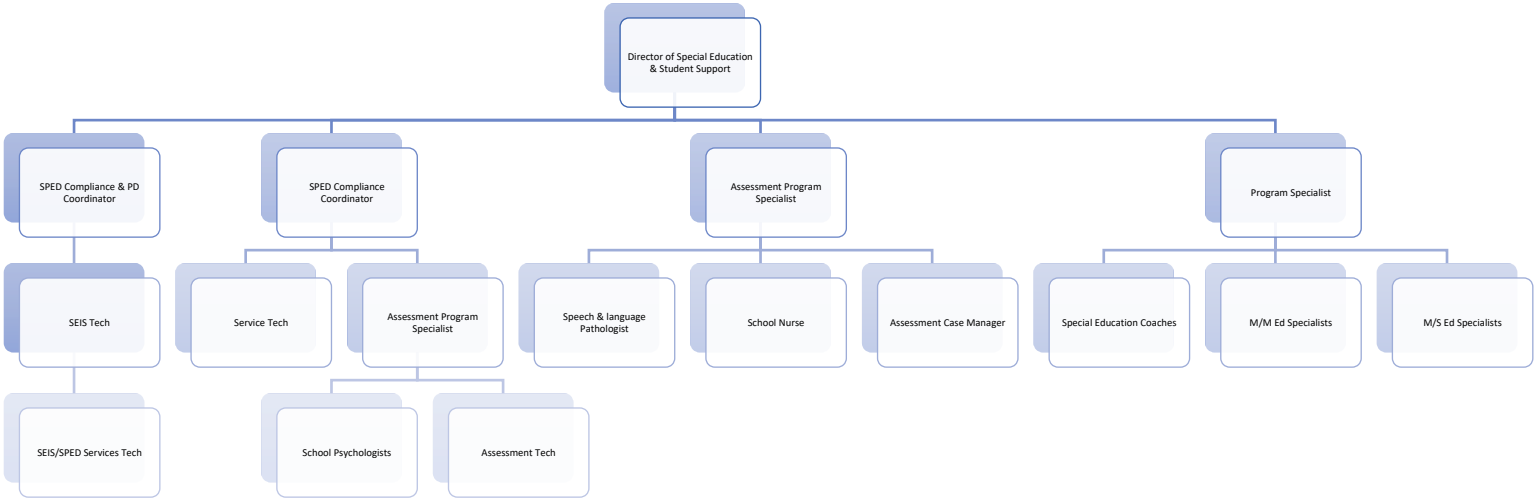
Approval of Organizational Charts

Section: II. Operations
Item: D. Approval of Organizational Charts
Purpose:
Submitted by:
Related Material: 22-23 Organizational Chart SGCA Schools.docx
22-23 SPED Organizational Chart.docx

2022-2023 Organizational Chart
Sequoia Grove Schools



22-23 Special Education Organizational Chart
Sequoia Grove Schools



Coversheet

Approval of Salary Schedule

Section: III. Finance
Item: A. Approval of Salary Schedule
Purpose:
Submitted by:
Related Material: Salary Schedule_CV_22_23 DRAFT.xlsx

BACKGROUND:

The 22-23 Salary Schedule was previously approved. We are proposing the following changes:

Schedule A - Added two steps in A column and the $1500 increase

Schedule B - Added two steps in A column and the $1500 increase

Schedule D - Added the $1500 increase for Executive Director and a column for Associate Executive Director, removed CBO stipend

Schedule E - Removed annual since not all classified positions work 260 days

Stipend Schedule - Added Curriculum Specialist

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. Adobe Reader:

Salary Schedule_CV_22_23 DRAFT.xlsx