

March 8, 2024

Head of School Stipend Recommendation

Stipend Purpose: This stipend is being proposed for duties performed related to the orchestration and programmatic services rendered in accordance to the CCSPP grant between October 2023-January 2024, after the resignation of Seneca's assigned UE coach.

Consultant Fee Reduction from Seneca due to the UE Coach resignation: \$29,338

Stipend Amount Recommendation: \$20,000 – *Amount is lower than the total of the fee reduction as there are salary related taxes and STRS contributions that will be tied to the stipend payment.*

The UE coach duties are tied to the CCSPP grant and were budgeted to be expensed this fiscal year. Duties included:

- Managing the implementation of an effective student referral process for the identification of at-risk students in Tier 1.
- Train new lead consultant on how to facilitate the coordination of the Coordination of Student Success Team (COST).
- Hire, monitor and coach 2 new COST Instructional Aide consultants overseeing providing services to students.
- Support 3 consultants in drafting their reading group schedules to support increasing student reading levels.
- Monitor and support the lead consultant in the implementation of systems to track/record data.
- Serve as the primary point person for families and communication to families within the COST program.
- Work collaboratively and model for the Dean of Student Culture in supporting the implementation of PBIS, Waldorf and trauma informed practices.
- Manage and lead the development, in partnership with the newly hired consultant, of a seamless system of support services for students and families.
- Develop, manage, and sustain partnerships with city, county and non-profit agencies to provide support and opportunities to students and families that meet their identified needs.
- Act as the point person for agencies and programs interested in partnership with CSCE and help to broker new partnerships health, family, and community support.
- Coordinate and facilitate regular meetings with lead coordinator and instructional aides as needed.