



Linscott Charter School
 Site Management Team Meeting
 March 23, 2021@ 5:30pm
 Via Zoom

Time:	Item:		
Call to order @ 5:32 pm Roll Call	✓ Tom West ✓ Erik Jordan ✓ Josie Montes ✓ Gina Galvan ✓ Merwina Duminy ✓ Felipe Gamboa ✓ Mirella Gonzalez		
Approval of Agenda		Motion: Motion to approve the agenda as written.	Moved: Gina Seconded: Eric Yes: 7 No: 0 Absent: 0
Read Mission Statement			
Correspondence	● Alicia received a memo from Gina outlining the increased violence against the Asian/American community. ○ Alicia will be sharing information and additional material with teachers on hate crimes ○ Teachers can introduce it to their student		
Announcements & Appreciations	● Student, Allison- Appreciation to Teacher Lisa for being so supportive, Lisa is the best teacher she has ever had. ● Alicia- Appreciation to office staff, Jeff and Maciel who have been working hard to re-open campus. ● Alicia- Appreciation to parent volunteers who worked really hard at the reopening work day.		
Student Council Report	Teacher Michelle report out: ● Peer tutoring ○ Upper grade tutors are being identified ● School newspaper		



Director's Report	● Applications and Enrollment ○ 143 applications (60% for Kinder) ○ 2 Parent Academy session held and final one upcoming on 4/8/21 ● Union Negotiations ● Attendance Update ○ Overall 98.28% ● Health ○ Currently in the Red Tier ○ Vaccines ○ COVID Testing ○ In-Person Learning Updates ■ 72% families chose the hybrid model ■ Cohort schedule should be out later this week		
LFKF Report	● None		
PUBLIC COMMENT: <i>The public may comment on closed session agenda items listed. The Board may not respond except to ask clarifying questions. The length of comments shall be limited to 3 minutes.</i>			
● None			
3. Consent Agenda	Approve SMT minutes from 1/26/21, 2/23/21, and 3/16/21.	Motion: Motion to approve SMT minutes from 1/26/21 revised, 2/23/21 with amendments, and 3/16/21.	Moved: Gina Seconded: Merwina Yes: 7 No: 0 Absent: 0
4. Action Items:			
1. COVID-19 Safety Plan	The COVID-19 Safety Plan (CSP) is a required document for schools, designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace in compliance with AB 685 and the Cal/OSHA Temporary Emergency Standards. This plan complies with the Center for Disease Control, California Department of Public Health, and Santa Cruz County Office of Education health and safety guidance. The	Motion: Motion to approve the COVID-19 Safety Plan as written	Moved: Eric Seconded: Merwina Yes: 7 No: 0 Absent: 0



	CSP is a combined document containing the COVID-19 Prevention Plan and the COVID-19 School Guidance Checklist from the California Department of Public Health.		
2. Red Cross Agreement for CPR/First Aid	There are currently 18 staff members who require CPR/First Aid recertification. Certifications are good for two years. For this year, we would like to shift to have Red Cross provide this service as it is partially online with a short in-person component. Cost: Not to exceed \$2,000	Motion: Motion to approve the Red Cross agreement for staff CPR/First Aid recertification.	Moved: Merwina Seconded: Felipe Yes: 7 No: 0 Absent: 0
Discussion Items/Updates:			
1. Linscott MOU with PVUSD and Next Steps	Ongoing discussion regarding the steps required to align more with PVUSD as a dependent charter. • No update • Recap of previous meeting • Alicia will reach out soon to request a follow-up meeting		
2. Revisit Staff Evaluations	Each staff member will have a 1:1 end-of-the-year reflection document and meeting with the AD. There will be 4 reflection questions regarding their work and performance this school year. The goal of the meeting is to document and reflect the hard work done by each Linscott staff member in this year of growth and change. The documentation will be added to personnel files. If a staff member would like to have a formal performance evaluation based on the Linscott Evaluation procedures and documents, that will be arranged.		
3. LCAP Reflection and Goal Setting	Annually, each school is required to submit an LCAP reflecting on the progress of the current year and goal setting for the next 3 years. During this work session, the SMT will participate in this process. • LCAP= Local Control Accountability Plan • LCAP has 3 parts ○ 2019-2020 Update ■ Goal 1- Provide students access to standards-aligned curriculum and instruction that is properly implemented. ■ Goal 2- Increase the percentage of ELs who re-classify as Fluent in English ■ Goal 3- Increase student achievement in ELA and math ○ 2020-2021 Update ■ Focus 1- Prepare for in-person learning ■ Focus 2- Distance learning program to maximize student learning		



- Focus 3- Supporting our most vulnerable students and preventing learning loss.
- Focus 4- Provide mental health and social emotional support for students.
- 3 Year Action Plan
 - What would make the traditional Linscott program stronger?
 - Increased parent participation
 - Increased non-traditional learning opportunities
 - Community building events
 - Small group instruction based on individual student level
 - Parents knowing and sharing their “Why” regarding why they chose to be a part of the Linscott community.
 - Limit homework for lower grades
 - What needs improvement?
 - Parent participation
 - What is missing?
 - Parent participation coordinator for each grade
 - Art opportunities for all grades
 - STEM opportunities for all grades
 - Spirit awards
 - Parent participation shout-outs
 - After-school clubs
 - After-school program
 - SIPPS Curriculum
 - What things should we consider including from the distance learning program into our traditional program?
 - Small groups
 - Homework done electronically
 - Virtual field trips
 - Tablets/ laptops loaners for students to take home to support at home learning
 - Expanding time students have access to Epic-Digital Library for Kids
 - Have students move at their own pace
 - How can we better meet the needs of English learners, homeless, foster care, and economically disadvantaged students?
 - Mental health counseling
 - After-school EL support
 - Hire additional aides to help provide small group learning



Meeting adjourned: 7:16pm

Next Meeting: April 13th, 2021@ 5:30pm via Zoom