



Linscott Charter School
 Site Management Team Meeting
 October 6, 2020
 Via Zoom

Time:	Item:		
Call to order @ 5:32pm 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: Eric Seconded: Gina Yes: 6 No: Absent: 1
Read Mission Statement			
Correspondence	● None		
Announcements & Appreciations	● Alicia appreciation to SMT for putting in extra time at 3 consecutive weekly meetings ● Andrea appreciation to Josie for the yearbook being completed and delivered		
Public Comment	● None		
LFKF Report	● Reminder that Drive to School tickets are available for pickup		
Director's Report	● Legislation Update ○ SB410-Willful Defiance Suspension ○ Not allowed for K-5, temporarily halted for grades 6-8 until 2025 ○ Linscott may need to revised the current disciplinary policy		



● Learning Loss Mitigation Spending Update ○ Allocated to Linscott: \$142,888 ■ Distance Learning Support ■ Equitable Education ■ COVID-19 Health and Safety Precautions ■ Professional Development ○ Remaining to date: \$55,422 ● Average Daily Attendance Tracking ○ K-6th ranges from 95-100% ○ 7th-91% and 8th-92% ○ Whole school attendance: 97% ○ Teachers must track daily attendance and participation for every student.			
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>			
3. Consent Agenda	SMT Meeting Minutes 9/23/2020 & 9/29/2020	Motion: Motion to approve the SMT Meeting Minutes from 9/23/20 and 9/29/20.	Moved: Josie Seconded: Felipe Yes: 7 No: 0 Absent: 0
4. Action Items:			
1. Increase English Language Development position from .5 FTE to .75 FTE	● Linscott has 60+ English Learners ● Increased instructional hours are needed for the position to support needs of ELD students. ● Budgetary impact: \$51,396.90 to come out of the general fund.	Motion: Motion to increase the English Language Development position to .75 FTE	Moved: Gina Seconded: Merwina Yes: 7 No: 0 Absent: 0
2. Increase Technology Support Technician Position to .8 FTE to	● On 8/11/20, the SMT approved .25 FTE for a technology position with a budget of \$40K. ● Position has been posted but qualified candidates are not applying	Motion: Motion to increase Technology Support Technician position budget to \$50,000.	Moved: Eric Seconded: Merwina Yes: 7 No: 0



encompass Student Information Support	○ AD would like to repost the position as a .8 FTE ○ Increased duties would be added to the position, including attendance tracking. ● Increased budgetary impact: \$40,471.34 (\$64,049.34 total) ● Job is posted to EdJoin ● Ideas from SMT: ○ Reach out to Cabrillo College ○ Reach out to other charter schools in the area about their tech positions ○ Reach out to Digital Nest ○ Post to a job tech website ○ Post job to Linscott Facebook page		Absent: 0
3. Contract with DocuSign for digital signatures	● Currently, Linscott does not have a way to capture signatures digitally. ● Parents need to sign authorizations for assessments and other documents. ● Can be paid with the Learning Loss Mitigation funds. ● We can increase our DocuSign contract as needed. ● DocuSign allows for documents needing signature to be sent in mass emails to the whole school. ● DocuSign allows for attachments.	Motion: Motion to authorize the AD to enter into a contract with DocuSign for the 2020-2021 school year (<i>not to exceed \$4,000</i>)	Moved: Merwina Seconded: Eric Yes: 7 No: 0 Absent: 0
4. Williams Act Resolution	● Resolution on Sufficiency of Instructional Material ● Review of current hard copy and digital instructional materials for K-8th.	Motion: Motion to approve the 2020-2021 Williams Act Resolution.	Moved: Eric Seconded: Josie Yes: 7 No: 0 Absent: 0
Discussion Items/Updates:			



1. Staff Recognition	● The Linscott community as a whole is in a unique time due to the pandemic. ● All Linscott staff is going above and beyond. ○ Long hours on Zoom ● 20 staff members total ● Tom proposes recognizing the staff ○ Future teacher union may limit the recognition of staff ● Felipe suggests we seek community donations ● LFKF funds could be used ● Alicia-gift of public funds is illegal ● Alicia, Erik, Tom and Kristi from LFKF will meet to discuss ○ Alicia will talk to Linscott lawyers ○ Tom will reach out to LKFK ● Andrea suggests heartfelt appreciation
Meeting adjourned: 7:26pm	
Next Meeting: November 3rd @ 5:30pm via Zoom	