

Lincoln Street School Governance Committee

Meeting Minutes

December 7, 2016

Board Members: Tim Morehouse TCDE Board Representative
Karin Matray TCDE Assistant Superintendent
Lorna Manuel TCDE Curriculum Director
Linda Houchins TCDE Committee Representative
Julie Kincheloe Lincoln Street School Parent Representative

The meeting of the Lincoln Street School Governance Committee was held on the above date. All members were present with the exception of Lorna Manuel.

- Call to Order** 1. Meeting called to order at 3:32 by Tim Morehouse.
- Welcome** 2.1. Welcome to new Parent Representative, Julie Kincheloe.
- Roll Call and Pledge Of Allegiance** 3. Pledge of Allegiance led by Tim Morehouse.
- Approval of Agenda** 4. Motion to approve Agenda by Linda Houchins with a second by Michelle Barnard. Motion carried unanimously.
- Consent Agenda** 5. Motion to approve the Consent Agenda by Karin Matray with a second by Linda Houchins. Motion carried unanimously.
- School Report** 6. School Report presented by Christi Deveraux. Attendance as of December 7th is 87 students. Daily attendance is 83.11, cumulative attendance is at 73.6, month 3 attendance percentage was 97.71. The first semester ends January 6th. Christi Deveraux shared tasks accomplished and presented updated LCAP goals. LCAP goal one writing support, is being offered twice a month after clubs on Friday, with Laura Ray. Fall MAPs testing has

Lincoln Street School Governance Committee Minutes-December 7, 2016(cont.)

been completed and additional Chromebooks have been ordered for student use. LCAP goal two included parent trainings and the first parent club was held on October 28th with thirteen parents in attendance. Maureen Clements attended the parent club to discuss math and offer strategies to the parents. LCAP Goal 3 included field trips. Three students participated in the Agribee at Lincoln Street School with one student advancing to the Agribee, in Durham, where he placed 7th overall. Fifty three percent of 7th and 8th graders attended Career Day on Thursday, November 3rd, at the Tehama District Fairgrounds. PAL, led by John Minton, presented a self-defense class, for the students, during a Friday Club day in November.

CBO Report

7. CBO report presented by Denise Cottingham. the 1st interim has been completed with revenue at \$767,891.00 down from \$804,344.00 due to enrollment being less than expected. Expenses are at \$787,470.00 which is up from \$772,459.00 which amounts to a deficit of \$19,579.00 generating an ending balance of \$275,269.00. MOU's were budgeted at \$60,000.00 last year with the actual cost being \$57,000.00 last year. The Business Manager position will be calculated at \$10,000.00 for the 2016-17 school year, based on four hours per week. A virtual reality tour which Dana Brent is putting together was discussed. Dana Brent shared It is a work in progress and she is currently looking for phone donations, for her project, without much luck. Governance Board members indicated they are willing to donate used phones to her project.

New Business

8.1 Custodial services for Lincoln Street School, and how often services were needed were discussed. Karin Matray moved to approve the MOU for \$8,000.00 with TCDE for custodial services, with a second by Michelle Barnard, motion carried unanimously.

8.2 Professional Administration Services MOU with TCDE was presented. Linda Houchins moved to approve the MOU for administrative services with TCDE. Julie Kincheloe offered a second, the motion carried unanimously.

8.3 Salary schedule revisions were discussed which would allow Lincoln Street School to hire tutors. At this time

Lincoln Street School Governance Committee Minutes-December 7, 2016(cont.)

there are only two salary schedules for Lincoln Street, one certificated position and one non certificated position. Currently other hires are processed through TCDE and billed to Lincoln Street School for payment. Lincoln Street School would like to hire community members to share their knowledge and expertise with students at Friday Clubs. A salary for hourly rate is needed. Lincoln Street School also needs a translator occasionally for meetings. Christi Deveraux shared tutoring and an art teacher are first on the list of people Lincoln Street School would like to hire. Fingerprint and TB tests are mandatory. Denise Cottingham will create a short term contract for the above mentioned services. Karin Matray shared retired teachers or pers member have restrictions and salary schedule must be posted on the website. A regular hiring process needs to be in effect. The process was discussed at length about hourly rate of pay. The hourly rate of pay will include prep time for tutoring. Tutors must be credentialed teachers in the subject area they are tutoring or a multiple subject credential. The language of the short term contract was discussed at length for a tutor and a translator. Certificated tutors are not to be paid more than beginning teachers. \$25.00 per hour for non credentialed and \$30.00 per hour for credentialed staff was decided with \$20.00 allotted for an interpreter. Counselor needs were discussed due to a potential need for counseling for a particular student. How counselors are paid at TCDE was discussed and how to pay for the counselor when a child is not eligible for SELPA services was also discussed . Michelle Barnard moved to add to the salary schedule \$30.00/hour for a credentialed tutor, \$25.00 per hour for non-certificated tutors, and \$20.00 per hour for a translator. Julie Kincheloe offered a second Michelle Barnard amended motion to add days and hours worked per year (183 days, 7.5 hour work schedule). Julie Kincheloe seconded the amendment, motion carried unanimously.

Old Business

9.1 LCAP Review presented by Karin Matray. Karin shared results of the state meeting. Jim Southwick and Karin Matray would like to present the new LCAP template to the Lincoln Street School staff. Charter Schools are no longer required to do a three year plan only a one year plan is currently required. Due to Lincoln Street School's small population, the school will fall under small schools.

Lincoln Street School Governance Committee Minutes-December 7, 2016(cont.)

The meeting with jim Southwick, Karin Matray, and Lincoln Street School staff will be scheduled for January or February. Christi Deveraux and Karin Matray will set the date and time. The approximate time needed for the meeting will be two hours and will include the Governance Committee as well.

Discussion

Gen 7 held a contest for teachers and Dana Brent, Christi Deveraux, Laura Ray and Aaron Peterson won premium suite tickets to the 49er's game, for Lincoln Street School, on Sunday, December 11th. The book fair has come to an end. Exact profits are not known at this time but approximate amount to be spent on new books for the school library is \$900.00 . The staff at Lincoln Street School greatly appreciates the families, community, and TCDE Staff for supporting the Book Fair every December. Robotics club and hour of code, on Friday, with Dana Brent is going well. Michelle Barnard shared January 22nd - 28th is National School Choice Week. Lincoln Street School will be participating with yellow scarves, a group picture and student writings posted on why they love Home School.

Next Meeting Date

The next meeting will be held on Wednesday, February 1, 2017, at 3:30 pm.

Adjournment

There being no further business, the meeting was adjourned at 4:33.