Linscott Charter School
Home of the Sea Otters

Site Management Team
Regular Meeting Agenda and Packet

Date: September 3, 2026
Time: 5:30 pm
Location: In-Person in the Lion's Lair Humanities and via Zoom
Zoom:

https://us02web.zoom.us/j/8225504281
Meeting ID: 822 550 4281
Passcode: Linscott

Dial-in (Audio only)
(669) 900 6833
Meeting ID: 822 550 4281
Passcode: 34121032

Open Session
Call to Order/ Roll Call and Establishment of Quorum
Approval of Agenda

Regular Business:
1. Read Mission Statement
2. Correspondence
3. Announcements & Appreciations

Director's Report
PVFT Report
LFKF Report

Public Comments on Regular or Non-Agenda Items*

Consent Agenda:
SMT Meeting Minutes 6/18/26

Action & Discussion Items:
1. (Action) Williams Act Resolution on Materials Sufficiency
2. (Action) Student Success Team Coordinator Stipend

Adjournment

**There will be a brief public comment session prior to each agenda item. Comments may be limited to 3 minutes.*

Sesión Abierta
Llamada al Orden/Lista y Establecimiento de Quórum
Aprobación del Orden del Día

Asuntos Regulares:
1. Leer la Declaración de Misión
2. Correspondencia
3. Anuncios y Agradecimientos

Informe del Director
Informe del PVFT
Informe del LFKF

Comentarios del público sobre temas ordinarios o no incluidos en la agenda*

Orden del día por consenso:
Acta de la reunión del Equipo de Éxito Estudiantil (SMT) del 18/06/2026

Puntos de decisión y debate:
1. (Decisión) Resolución de la Ley Williams sobre la suficiencia de materiales
2. (Decisión) Estipendio del coordinador del Equipo de Éxito Estudiantil

Aplazamiento
**Antes de cada punto del orden del día, habrá una breve sesión para comentarios del público. Los comentarios podrán limitarse a 3 minutos.*

CONSENT AGENDA ITEMS

A consent agenda groups discussion points into a single agenda item. The grouped items can be approved in one action (a vote to approve the Consent Agenda), rather than through the filing of multiple motions. If a member of the SMT would like to discuss one item from the consent agenda in isolation, the SMT member may request to pull the item out of the consent agenda and add it to the regular agenda during the approval of the agenda.

Linscott Charter School
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Linscott Charter School
Site Management Team Meeting
June 18, 2026
In-Person and Zoom

Time:	**Item:**		
Call to order: 5:35	SMT Members Present via Zoom: ● Sarah Diaz-Bastin ● Alison Guerin ● Alyssa Khan ● Felipe Gamboa ● Araceli Gonzalez ● Emily Villaron	SMT Members Absent: ● Alison Guerin ● Josie Montes	Linscott Staff/Community Members Present: ● Alicia Doolittle, Director ● Heidi Claypool, Teacher ● Michell McDougall, Teacher
Approval of Agenda		**Motion:** Motion to approve the agenda as written.	Moved: Sarah Seconded: Emily Yes: 5 No: 0 Abstain: 0 Absent: 3
Read Mission Statement: Read by Sarah Diaz-Bastin			
Correspondence	● AD Received email saying that Linscott has been awarded a second after school grant for $38k. Also ACES Universal. ● Lety resigned from VP/board position, this evening will be her last meeting. ● AD heard of MSW Intern, who will be joining us in the fall, she will be working part-time in the after school program, for a total of 2 ten-hour days. The plan is for her to be able to run small groups after school and potentially run some family sessions.		

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Announcements & Appreciations	● Appreciation for Sarah's years of service to the SMT, role as Chair. ● Appreciation for Lety's years of service to the SMT, role as Vice-Chair. ● Appreciation for Eddy and Abraham's working in beautifying/cleaning the campus and classrooms.
Student Council	● Not Applicable
PVFT Report	● Not Applicable
LFKF Report	● Not Applicable
Director's Report	● Attendance ○ Ended the year at 94.4%. We did certify below this for period two and therefore won't see the benefit of being >94% until re-allocation. All permanent employees must have total expected hours input for two large chunks for payout. $24k was disencumbered from this amount due to working under the number of projected hours. ● Summer Camp Highlights ○ 101 Students enrolled ○ 23 Staff members (5 are new or returning Summer-only staff) ○ 4 8th Graders and 1 Freshman doing community service ○ 5 Weeks of swimming (10 hrs of swim instruction for full-time students) ○ Topics covered: Nature/science art projects, intro to history, Legos coding, volcanoes, physics/chemistry, solar systems, solar ovens, tornado in a bottle, fluffy paint, build your own business, things that explode, super hero or theme park, invention, art, STEM and robotics, visual and instrumental art class. ○ **2025 Numbers:** 68 students enrolled, 16 staff members ● Lindsey's Wedding!

PUBLIC COMMENT: The public may comment on the 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.

• Araceli is attempting to contact PG&E for donations and information regarding volunteer program that allows for maintenance fees by contractors to be paid by PG&E			
AGENDA ITEMS			
1. (Action) SMT Officers 2026-2027 School Year	**26-27 SMT Officers** The SMT will nominate and vote for new officers for the 26-27 school year.	**Motion**: Motion to approve Site Management Officers for the 26-27 school year	Moved: Seconded: Yes: 6 No: 0 Abstain:0 Absent:2
2. (Action/ Discussion) Promotion/ Retention	**Promotion/Retention Policy** The SMT is asked to review and approve the Promotion/Retention Policy to go into effect for the 2026-27 school year.	**Motion**: Motion to approve the promotion/retention policy as written and presented.	Moved: Seconded: Yes: 6 No: 0 Abstain:0 Absent:2
3. (Action)	**2026-2027 LCAP** The Site Management Team is asked to approve the 2026-2027 LCAP for Linscott Charter School.	**Motion**: Motion to approve the 2026-2027 LCAP for Linscott Charter School as written and presented	Moved: Seconded: Yes: 6 No: 0 Abstain:0 Absent:2
4. (Action): 2026-2027 Budget	**2026-2027 Lincott Budget** The Site Management Team is asked to approve the 2026-2027 budget for Linscott Charter School.	**Motion**: Motion to approve the 2026-2027 Budget for Linscott Charter School and written and presented	Moved: Seconded: Yes: 6 No: 0 Abstain:0 Absent:2

5. (Action): 2026-2027 Budget Overview for Parents	**2026-2027 Lincott Budget** The Site Management Team is asked to approve the 2026-2027 Budget Overview for Parents for Linscott Charter School.	**Motion**: Motion to approve the 2026-2027 Budget Overview for Parents Linscott Charter School and written and presented	Moved: Seconded: Yes: 6 No: 0 Abstain:0 Absent:2
6. (Action) 2026-27 Local Indicators	**2026-2027 Lincott Budget** The Site Management Team is asked to vote for the 2026-2027 Local Indicators.	**Motion**: Motion to approve the 2026-2027 Local Indicators as presented	Moved: Seconded: Yes: 6 No: 0 Abstain:0 Absent:2
Meeting Adjournment: 8:31pm			
Next meeting: August 2026			

ACTION ITEMS

Action items are intended to result in a vote. An action item may be discussed and then tabled or moved to another meeting if board members feel there is insufficient information to make a motion or take action. Action items pass with a majority vote.

Action Item Information

Title of Item: Williams Act Resolution on Materials Sufficiency
Meeting Date: 9/3/26

Session: Open
Summary:
As a condition of receiving state instructional materials funds, Education Code 60119 and 5 CCR 9531 require that the Governing Board hold an annual public hearing regarding the sufficiency of instructional materials and determine through a resolution whether each student has sufficient textbooks and instructional materials. Pursuant to Education Code 60119, the hearing must be held between the first day that students attend school and the end of the eighth week of the school year.

Paquete del equipo de administración del sitio de la escuela autónoma Linscott

Información sobre el punto del orden del día

Título del punto: Resolución de la Ley Williams sobre la suficiencia de materiales
Fecha de la reunión: 3/9/26

Sesión: Abierta
Resumen:
Como condición para recibir fondos estatales para materiales didácticos, el Código de Educación 60119 y el Título 5 del Código de Reglamentos (5 CCR) 9531 exigen que la Junta Directiva celebre una audiencia pública anual sobre la suficiencia de los materiales didácticos y determine, mediante una resolución, si cada estudiante cuenta con libros de texto y materiales didácticos suficientes. De conformidad con el Código de Educación 60119, la audiencia debe celebrarse entre el primer día de clases y el final de la octava semana del año escolar.

WILLIAMS LEGISLATION
EVALUATION OF INSTRUCTIONAL MATERIALS

Resolution on Sufficiency of Instructional Materials

Whereas, the Governing Board of the Linscott Charter School, in order to comply with the requirements of Education Code 60119, held a public hearing on September 3rd, at 5:30pm, which did not take place during or immediately following school hours, and;

Whereas, the information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Linscott Charter School and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Linscott Charter School, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Finding of Sufficient Textbooks or Instructional Materials

Whereas, sufficient textbooks or instructional materials were provided to each student, including each English learner, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics: Kindergarten-8th Grade Math in Focus
- Science: (Pilot) TCI Bring Science Alive!; OpenSciEd 6-8 & (Pilot) TCI Bring Science Alive!
- History-Social Science: 1st-8th grades - TCI - History Alive!
- English/Language Arts, including the English language development component of an adopted program: K-5 Journeys, 6-8 California Collections

Therefore, it is resolved that for the 2026-2027 school year, the Linscott Charter School, has provided each student with sufficient textbooks or instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

PASSED AND ADOPTED THIS ____________ day of _________, ____ at a meeting, by the following vote:

AYES: __________ NOES: __________ ABSENT: ______________

Attest:

________________________________ ________________________________
Chair Vice-Chair

Action Item Information

Title of Item: Student Success Team Coordinator Stipend
Meeting Date: 9/3/26

Session: Open
Summary:
The AD is proposing a new stipend position for a Student Success Team (SST) Coordinator. This role is being created to bring more consistency to the SST process. The proposed stipend is $3,750 per year, paid quarterly, based on $75/hour, which falls within the range of the coordinator's hourly rate, for approximately 50 hours of work annually. The full proposal, including responsibilities and funding source, is attached for SMT review and approval.

Paquete del equipo de administración del sitio de la escuela autónoma Linscott

Información sobre la Acción

Título de la Acción: Estipendio para el Coordinador del Equipo de Éxito Estudiantil
Fecha de la Reunión: 3/9/26

Sesión: Abierta
Resumen: El Director Académico propone un nuevo puesto remunerado para el Coordinador del Equipo de Éxito Estudiantil (EES). Este puesto se crea para brindar mayor coherencia al proceso del EEE. El estipendio propuesto es de $3,750 anuales, pagaderos trimestralmente, basado en $75 por hora, lo cual se encuentra dentro del rango de la tarifa horaria del coordinador, para aproximadamente 50 horas de trabajo anuales. La propuesta completa, incluyendo responsabilidades y fuente de financiamiento, se adjunta para su revisión y aprobación por parte del Equipo de Gestión del Éxito Estudiantil (EME).

26-27 Student Success Team (SST) Coordinator Stipend

Purpose
The AD is proposing a stipend position for a Student Success Team (SST) Coordinator. This role would support the school's ongoing work in identifying, monitoring, and supporting students who need additional academic, behavioral, or social-emotional intervention before or alongside a formal special education referral.

Background
Student Success Teams are a core part of a multi-tiered system of support. They give teachers, families, and support staff a structured way to problem-solve around a student's needs, track interventions, and decide when further evaluation may be warranted. A coordinator role would improve consistency across grade levels and reduce delays in getting students the support they need.

Proposed Responsibilities
- Schedule and facilitate SST meetings for referred students
- Maintain SST documentation, including meeting notes, intervention plans, and progress data
- Serve as the point of contact for teachers and families initiating an SST referral
- Track intervention timelines and follow up on action items between meetings
- Coordinate with support staff (SLP, aides, counseling support) on intervention strategies
- Monitor student progress data and flag cases that may need escalation to a formal evaluation
- Provide staff with guidance on the SST referral process at the start of each school year

Time Commitment
This is proposed as a stipend position rather than a contracted hourly role, reflecting work that happens outside the coordinator's regular teaching or staff duties throughout the school year.

Proposed Stipend Amount
$3,750 per year, paid in four installments per year (quarterly). This amount is based on an estimated hourly rate of $75, reflecting approximately 50 hours of work annually dedicated to SST coordination duties outside their regular role.