



Site Management Team Regular Meeting Agenda and Packet

Date: October 16, 2025

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

PVFT Report

LFKF Report

Director's Report

Public Comments on Regular or Non-Agenda Items*

Consent Agenda:

Meeting Minutes: 9/25/25

Action & Discussion Items:

1. (Action) Resolution on Sufficiency of Instructional Materials
2. (Action) Revise Policy #3300 - Fund Development Policy
3. (Action) Position Title Change - Facilities Manager
4. (Presentation) Budget Update

Adjourn to Closed Session

1. PUBLIC EMPLOYEE APPOINTMENT: Facilities Manager

Adjourn to Open Session

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 de PVFT

Informe de LFKF

Informe del Director

Comentarios del Público sobre Temas Regulares o No Incluidos en el Orden del Día*

Orden del Día por Consentimiento:

Acta de la Reunión: 25/9/25

Temas de Acción y Debate:

1. (Acción) Resolución sobre la Suficiencia de los Materiales de Instrucción
2. (Acción) Revisar la Política n.º 3300 - Política de Desarrollo de Fondos
3. (Acción) Aprobar el Cambio de Título del Puesto - Gerente de Instalaciones
4. (Presentación) Actualización del Presupuesto

Se levanta la sesión a puerta cerrada

1. NOMBRAMIENTO DE EMPLEADO PÚBLICO: Gerente de Instalaciones

Se levanta la sesión a puerta abierta

Levantamiento

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
Site Management Team Meeting**

September 25th, 2026

In-Person and Zoom

Time:	Item:		
Call to order: 5:33 pm	<u>SMT Members Present via Zoom:</u> • Sarah Diaz-Bastin • Alison Guerin • Alyssa Khan • Josie Montes • Araceli Gonzalez • Emily Villaron • Felipe Gamboa (via Zoom)	<u>SMT Members Absent:</u> • Lety Perez	<u>Linscott Staff/Community Members Present:</u> • Alicia Doolittle, Linscott AD • Sarah McGillivray (4th-grade teacher) • Susan Yambra (ELD Teacher) • Radhika Kirkman (PVFT Chief Negotiator) • Lisa Fowler (7th/8th-grade teacher) • Rebecca Maloney (5th-grade teacher) • Various Linscott parents and students for reclass celebration.
Approval of Agenda			Motion: Motion to approve the agenda as written. Moved: Josie Seconded: Alyssa Yes: 5 No: 0 Abstain: 0 Absent: 3
Read Mission Statement: Alyssa Khan			
Reclassification FEP Celebration	Reclassification as Fluent English Proficient (FEP) Celebration Students are designated as English Only or English Language Learners during their first 60 days in a US school. Once designated as an English Language Learner, students receive support and explicit instruction in English. Students are assessed annually on their English language proficiency using a statewide assessment called the ELPAC. In order to reclassify (redesignate) students must achieve the following: • Score a 4 (out of 4) overall on the ELPAC, • No ELPAC subscores lower than 3 (out of 4)		



	• CAASPP Score of Met or Exceeded for English Language Arts • Writing sample that shows proficiency in grade-level writing • Teacher recommendations ELD Graduates: • Julian Chavez (4th) • Elyanna Magna Toscano (4th) • Alfredo Dominguez (5th) • Mia Garcia Godinez (5th) • Sophia Araujo-Rizo (6th) • Arely Flores (6th) • Alexa Medina (6th) • Bianca Saucedo Mendoza (6th) • Ruben Cortez (7th) • Gael Renteria (7th) • Nathan Hernandez-Martinez (8th)
Correspondence	• The Linscott office received an email regarding concerns about school lunch changes.
Announcements & Appreciations	• Appreciation to Patty for helping with lunchtime concerns • Appreciation to Teacher Susan for all her work with ELD • Appreciation to a group of 8th-grade boys (Ren, Ian, AJ, and others) for helping with lunchtime trash every day. • Appreciation to Teacher Sarah (5th) for all her great work in the classroom, lots of great writing is happening!
Student Council	2025-26 Student Council • President: Gio Garcia • Vice President: Ryan Gong • Secretary: Camila Topete • Treasurer: Ayden Parra • Spirit Leader: Emilio Chavez • 5th Grade Class Representative: Julian Godinez • 4th Grade Class Representative: Andrew Valenciano
PVFT Report	• Will cover in Action Items #1 and #2
LFKF Report	• None



Director's Report	2025-2026 Average Daily Attendance (ADA) - August 13th - September 5th: 95.81% - There are currently two openings in the 5th grade - First 30 Days Update - Teaching and Learning - Beginning of the year assessments completed - First Student Support Meetings held for students of concern - Facilities - Current Facilities Manager vacancy - Position is posted on EdJoin 6 applicants will interview 4 qualified applicants - Community - Back-to-School Potluck was successful - Relationship with PVUSD - PVUSD assigned a new Charter Liaison, visited Linscott, and reviewed our operational model and pain points - Challenges this year with Tech, Payroll, and Purchasing - primarily due to a lack of communication		
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.			
Radhika Kirkman, PVFT Chief Negotiator - Federal budget cuts impacting schools locally. Radhika is working to meet with the Santa Cruz Office of Education and PVUSD regarding charter schools in PVUSD.			
AGENDA ITEMS			
1. (Action) Consent Agenda	Meeting Minutes: 8/21/25	Motion: Motion to approve the agenda as written and meeting minutes from 8/21/25.	Moved: Emily Seconded: Sarah Yes: 7 No: 0 Abstain:0 Absent: 1
2. (Action): Sunshine with PVFT	Pursuant to Government Code §3547, prior to the commencement of collective bargaining, each party's initial proposal must be presented at a public meeting to allow for public awareness and comment. This item "sunshines" (publicly notices) the initial proposal of the Pajaro Valley	Motion: Motion to approve the Sunshine with PVFT to open negotiations for the 2024-	Moved: Alyssa Seconded: Alison Yes: 7 No: 0



	Federation of Teachers (PVFT) to Linscott Charter School for negotiations for the 2024-25 school year. Public Comment: None Board Discussion: None	2025 School Year.	Abstain: 0 Absent: 1
3. (Action): Tentative Agreement with PVFT	Linscott Charter School and the Pajaro Valley Federation of Teachers (PVFT) have reached a tentative agreement regarding total compensation for the 2024–25 school year. The agreement provides a one-time, off-schedule payment of \$1,200 for each non-management certificated staff member (13 total). This agreement aligns with the compensation settlement negotiated between Pajaro Valley Unified School District (PVUSD) and PVFT for 2024–25, ensuring parity across the district and charter schools. Public Comment: None Board Discussion: Budget, eligibility for payment, and future PVFT negotiations with PVUSD were discussed.	Motion: Motion to approve the Tentative Agreement between PVFT and Linscott for total compensation for the 2024-2025 School Year - providing a one-time, off-schedule payment of \$1,200 for each non-management certificated staff member (13 total).	Moved: Alison Seconded: Alyssa Yes: 7 No: 0 Abstain: 0 Absent: 1
4. (Action): Revise Policy #3300 - Fund Development Policy	This item has been revised to align with the fundraising discussion at the August SMT meeting between the SMT and LFKF. Public Comment: None Board Discussion: Equity in future fundraising. What do the teachers think about the revisions? The policy hasn't been brought to teachers for feedback- the SMT is requesting for AD to take the policy to the teachers for review and feedback prior to approval. .	Motion: Motion to move Policy #3300 to a future meeting after staff reviews and feedback is received.	Moved: Sarah Seconded: Alyssa Yes: 7 No: 0 Abstain: 0 Absent: 1
5.(Action): Prop 28 Annual Report	California's Prop. 28 (Arts & Music in Schools—Funding Guarantee & Accountability Act) provides dedicated, supplemental funding to expand arts education. Funds are intended to increase access to and the quality of arts programs for students and are not intended to supplant existing arts funding. Public Comment: None Board Discussion: None	Motion: Motion to approve the Proposition 28 (Arts & Music in Schools— Funding Guarantee & Accountability Act) Annual Report as written and presented.	Moved: Alison Seconded: Sarah Yes: 7 No: 0 Abstain:0 Absent: 1
Meeting Adjournment: 7:18 pm			



Next meeting:10/23/25 @ 5:30 pm

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: Resolution on Sufficiency of Instructional Materials

Meeting Date: 10/16/25

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 del tema de acción

Título del punto: Resolución sobre la suficiencia de materiales didácticos

Fecha de la reunión: 16/10/25

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 de California (CCR), artículo 9531, exigen que la Junta Directiva celebre una audiencia pública anual sobre la suficiencia de materiales didácticos y determine mediante una resolución si cada estudiante cuenta con suficientes libros de texto y materiales didácticos. 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 October 16, 2025, 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 - Kindergarten-8th Grade Math in Focus
- Science: Mystery Science K-5; OpenSciEd 6-8
- 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 2025-2026 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: Revise Policy #3300 - Fund Development Policy

Meeting Date: 10/16/25

Session: Open

Summary:

This item has been revised to align with the fundraising discussion at the August SMT meeting between the SMT and LFKF. This has been reviewed with the staff and has been brought back to the SMT

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

Información del tema de acción

Título del punto: Revisar la Política n.º 3300 - Política de Desarrollo de Fondos

Fecha de la reunión: 16/10/25

Sesión: Abierta

Resumen:

Este punto se ha revisado para alinearlo con el debate sobre recaudación de fondos en la reunión del Equipo de Gestión de Fondos (SMT) de agosto entre el SMT y LFKF. Se ha revisado con el personal y se ha presentado al SMT.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS FUND DEVELOPMENT POLICY #3300

Purpose

The purpose of this policy is to provide guidelines for the equitable solicitation and allocation of funds to support the full Linscott Charter School community. All fundraising efforts shall advance the goals outlined in the Linscott Charter School Mission Statement and Strategic Plan and ensure that resources benefit students across all grade levels.

Goals

- * Promote equity by prioritizing fundraising that supports the entire school community.
- * Define roles and responsibilities and establish committees for the solicitation of funds.
- * Minimize duplication of effort and support communication between fundraising groups and individuals.
- * Outline procedures for identification, cultivation and solicitation of prospective donors.
- * Maintain a comprehensive fundraising calendar that reflects Site Management Team (SMT) priorities and the needs of all student groups.

Roles and Responsibilities

1. The Site Management Team (SMT) shall identify and prioritize the school's fundraising needs with an emphasis on equity and sustainability. The SMT will review and approve any grade-level petitions for large-scale field trips. Petitions must address logistics, equity across cohorts, sustainability for future years, and liability considerations.
2. Any and all donations must be accepted and allocated by the SMT in accordance with the provisions of the Gifts and Grants Policy #3230, ensuring equitable distribution of funds.
3. The Administrative Director shall serve as a member of Linscott for Kids Fund (LFKF), the non-profit fundraising group. As a member of the organization the AD shall approve specific events, activities, grant applications and donation drives.
4. Classroom and Parent Fundraising Requests
 - * Teachers and parents are encouraged to focus fundraising efforts on whole-school initiatives.
 - * If there is a specific request, such as a large-scale field trip, the teacher and parents may jointly petition the SMT. Petitions must include a clear plan addressing logistics, equitable access for all students, sustainability across future cohorts, and risk/liability management.
5. All parent generated classroom funds raised and not spent in the same school year shall remain available to the students for whom they were raised in subsequent school years. All teacher-generated funds raised and not spent in the same school year shall remain available to the teacher in subsequent school years.

Code of Ethics

All Linscott community members who participate in fundraising activities for the benefit of Linscott Charter School shall agree to:

- * Conduct business ethically, responsibly, and with dedication to the best interests of all Linscott Charter School students.
- * Any and all funds raised shall be utilized to fund specific programs or activities as prioritized by the SMT or classroom teachers, and not to fund specific students to the

exclusion of others.

First Reading: January 6, 2004

Second Reading: February 3, 2004

Adoption: February 3, 2004

Review: Every four years

Reviewed: January 12, 2006

Reviewed: January 5, 2010

Revised: November 7, 2011

Revised: November 3, 2015

Reviewed: Nov. 4, 2019

Revised: October 16, 2025

Action Item Information

Title of Item: Position Title Change - Facilities Manager

Meeting Date: 10/16/25

Session: Open

Summary:

The title Maintenance Supervisor no longer reflects the full scope and significance of this position. It is recommended that the title be updated to Facilities Manager to better represent the broad range of duties and responsibilities associated with the role.

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

Información del tema de discusión/acción

Título del punto: Cambio de título del puesto - Gerente de Instalaciones

Fecha de la reunión: 16/10/25

Sesión: Abierta

Resumen:

El título de Supervisor de Mantenimiento ya no refleja el alcance y la importancia de este puesto. Se recomienda actualizarlo a Gerente de Instalaciones para reflejar mejor la amplia gama de funciones y responsabilidades asociadas al puesto.



***Linscott Charter School
Job Description
Classified Position***

Facilities Manager

Job Summary:

Under the general direction of the Administrative Director, the Facilities Manager is responsible for the overall maintenance, custodial services, and groundskeeping at Linscott Charter School. This role requires the ability to work independently while ensuring the campus remains clean, safe, and well-maintained. The Facilities Manager exercises sound judgment in selecting appropriate work methods, procedures, materials, and products to complete assigned projects efficiently and effectively.

Duties:

Management Duties:

- Establishes and participates in general daily and weekly schedule for custodial and maintenance services;
- Maintains records and prepares reports regarding school maintenance;
- Receives inventories, stores, issues, and maintains necessary custodial and maintenance supplies;
- Oversight of parent or student volunteers providing custodial services;
- Plans for and recommends long-term maintenance projects.
- Assists with the planning and reporting of emergency preparedness plan and drills
- Acts as the “on-call” school representative when school is not in session (after hours, weekends, vacations, etc.)

Routine Custodial Services:

- Ensures that:
 - Rugs and carpets are vacuumed regularly and shampooed when needed.
 - Non-carpeted floors are swept, mopped, and waxed as needed;
 - Restrooms are cleaned and sanitized daily.
 - All classrooms, kitchen, office, etc., trash cans and recycle bins are emptied daily.
 - All classrooms, offices, and hallways remain clean and free of debris.
 - Assist staff in moving and arranging furniture when needed.

Maintenance:

- Replaces light bulbs and tubes;
- Changes heater/air conditioning filters as needed;
- Makes minor repairs as needed;
- Performs minor electrical work as needed;
- Maintains all equipment and reports equipment problems and needed



repairs to PVUSD.

- Requisitions cleaning, custodial supplies, equipment, and the storage of such items;

Grounds Maintenance:

- Ensures that all yard work maintenance is performed regularly including:
 - watering and irrigation of grass and plants
 - mowing grass, weeding, etc., to ensure neat appearance of school
 - keeping walkways clean, playgrounds free of rocks and other debris
 - cleaning out rain gutters as needed;
 - cleaning drinking fountains daily
 - keeping grounds free of garbage and debris
- Coordinates and managing all recyclable materials and dumpsters.
- Ensures economical use of fuel, water, electricity, cleaning products, etc.
- Coordinates with teachers to maintain safe environment in classrooms
- Executes special projects and/or requests made by the Administrative Director.

Miscellaneous Extra Duties:

- Sets-up rooms for evening meetings and cleans up afterwards
- Attends at least one staff meeting per month
- Attends safety workshops and other training programs as requested
- Maintains effective communications with staff, students, and school community

Training/Experience:

- Any combination of experience and training that would indicate knowledge of the skills and abilities listed herein;
- Completion of the 12th grade or equivalent;
- At least two years of experience in custodial work at a school site;
- Training in handling hazardous materials

Knowledge:

- Knowledge of modern cleaning methods, materials, tools, and equipment;
- Safe use and operation of equipment and chemicals;
- Safe working methods and procedures.
- Knowledge of non-toxic approaches to cleaning, weed, and pest control.

Abilities:

- Ability to perform all of the essential duties of the position
- Time management skills;
- Ability to prioritize workload and work with interruptions;
- To communicate effectively, accept direction, and work collaboratively within the



school community.

- Bilingual English/Spanish preferred.

Licenses and Certificates:

Requires a valid California Driver's License. Must be able to acquire a First Aid and CPR certification by the end of the probationary period.

Work Schedule:

- 40 hours per week, 8 hours/day; two 15 minute breaks, 40 minute lunch. Changes to be arranged in advance with approval of Administrative Director and based on needs of the school
- Not to exceed 230 paid days per year to coincide with the 188 Day Certificated Calendar, plus additional days during school breaks including summer, winter, and spring as determined by the AD by May 1 for the ensuing year.
- Attendance at 4 school evening events will be compensated at time and a half in the form of paid time off. All comp time is available for employee use after attendance at the evening event (comp day for Graduation may be used in advance of the event) and must be used by the end of the employee's work year. Unused time does not accumulate.
- Unless otherwise noted, all school calendar holidays, vacation days, and remaining days in July and June are considered non-work days.

Salary:

Maintenance Supervisor, Linscott Charter School Classified Salary Schedule (See Salary Advancement Policy # 4143 for initial placement and advancement policy.)

Benefits:

Health Benefits, PERS Contribution, and miscellaneous withholdings to be paid by Linscott Charter School.

As an employee employed five (5) days a week, twelve (12) months a year, the Maintenance Supervisor shall be granted twelve (12) days of leave of absence for illness or injury, exclusive of all days he/she is not required to render service to the school, with full pay for a school year (July 1st through June 30th) of service. Unused days will accumulate. Up to ten (10) days of absence earned for sick leave may be used by the employee for personal necessity, at his/her election in any one (1) year.

First Reading: 1-9-01

Second Reading: 2-6-01 waived

Adoption: 2-6-01

Revision: 5-2-06

Revision: 8-2-08



Revised: 2-2-16

Revised: 6-14-17

Revised: 4-9-19

Revised: 3-21-23

Revised: 9-4-25