



Site Management Team Regular Meeting Agenda and Packet

Date: September 25, 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

RECLASSIFICATION CELEBRATION!

PVFT Report

LFKF Report

Director's Report

Public Comments on Regular or Non-Agenda Items*

Consent Agenda:

Meeting Minutes: 8/21/25

Action & Discussion Items:

1. (Action) Sunshine with PVFT
2. (Action) Tentative Agreement with PVFT
3. (Action) Revise Policy #3300 - Fund Development Policy
4. (Action) Prop 28 Annual Report

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 del Día/Pase de Lista y

Establecimiento de Quórum

Aprobación del Orden del Día

Asuntos Regulares:

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

¡CELEBRACIÓN DE RECLASIFICACIÓN!

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 Consensuado:

Acta de la Reunión: 21/8/25

Temas de Acción y Debate:

1. (Acción) Sunshine con PVFT
2. (Acción) Acuerdo tentativo con PVFT
3. (Acción) Revisar la Política n.º 3300 - Política de Desarrollo de Fondos
4. (Acción) Informe Anual de la Proposición 28

Levantamiento de la Sesión

**Habrá una breve sesión de comentarios públicos antes de cada punto del orden del día. Los comentarios pueden tener una duración máxima de 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
Site Management Team Meeting

August 21st, 2025
 In-Person and Zoom

Time:	Item:			
Call to order: 5:33 pm	<u>SMT Members Present via Zoom:</u> <ul style="list-style-type: none">• Sarah Diaz-Bastin• Araceli Gonzalez• Alison Guerin• Emily Villaron• Felipe Gamboa• Alyssa Khan	<u>SMT Members Absent:</u> <ul style="list-style-type: none">• Josie Montes• Lety Perez	<u>Linscott Staff/Community Members Present:</u> <ul style="list-style-type: none">• Alicia Doolittle, Linscott AD• Heidi Claypool, Teacher	
Approval of Agenda			Motion: Motion to approve the agenda as written.	Moved:Sarah Seconded: Alison Yes: 4 No: 0 Abstain: 0 Absent: 4
Read Mission Statement: Sarah Dias-Bastin				
Correspondence	<ul style="list-style-type: none">• AD has had several correspondences with PVUSD Tech Department correspondence due to removal of technology that Linscott was actively using with students.			
Announcements & Appreciations	<ul style="list-style-type: none">• The SMT would like to shout out to the teachers for making the first week of school positive for students• Alicial would like to thank all of the parents, staff, and Eddie who helped to get the school ready for student and clean the grounds• Alicia would also like to thank the staff who is participating with after school program and staff who have helped with the overhaul of dismissal procedures. Russell has especially taken on a lot with making the process smooth and helping out wherever needed. Kylie and Abraham have also shown leadership in helping to take the ASP in a new direction.			
PVFT Report	<ul style="list-style-type: none">• No PVFT member present			



	<ul style="list-style-type: none">Negotiations will be starting with Linscott, since negotiations with PVUSD concluded in June. More information will be forthcoming		
LFKF Report	<ul style="list-style-type: none">LFKF reported that participation for DDrive for Schools have been confirmedLFKF participated in Back to School Night. New merchandise was revealed and approximately \$1190.00 was raised.LFKF would like to get more visibility at school events and would like to increase parental involvement		
Director's Report	<ul style="list-style-type: none">Due to ELOP funding increasing Linscott will be hiring 3 part time employees for the ASPASP is now offered to K-8 and will be offered to all studentsCurrently ASP is serving 173 students enrolled in ASP, about 70% of the school populationThe accelerated, self paced Math program has begun with 8 students and has been successful to start.Casting for Alice and Wonderland has begun and Linscott is happy to be offering this theatre program for the first timeADA will be reported at next meetingLinscott custodian is still on leave		
PUBLIC COMMENT: 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.			
<ul style="list-style-type: none">			
AGENDA ITEMS			
1. Consent Agenda	Meeting Minutes: 6/12/25, 6/19/25, 8/6/25	Motion: Motion to approve the agenda as written and meeting minutes from 6/12/25, 6/19/25, and 8/6/25.	Moved: Sarah Seconded: Felipe Yes: 6 No: 0 Abstain:0 Absent: 2
2. (Discussion/ Action): Fundraising with LFKF	<p>.</p> <p>Public Comment: None</p> <p>Board Discussion: The SMT discussed fundraising practices in the past and weighed the pros and cons of changing these practices now. The board also discussed what it would take for the SMT to be able to handle new fundraising practices with limited parental involvement at this time. The SMT also discussed alternative fundraising options. The SMT reviewed LFKF policies and Linscott policies regarding fundraising. The SMT discussed determining an estimated cost for said field trip, polling 8th grade parents to determine interest in the trip, and fundraising capability to get more information. AD will bring back</p>		



	<p>policy for review at a future meeting.</p> <p>*LFKT is the primary fundraising organization for Linscott students. Aside from the 8th grade graduation, all fundraising done at the school level is to benefit all students. Students and parents have inquired about independent fundraising for different activities. LFKF reported on the benefits and LFKF and the board discussed the sustainability and culture of current practices and how any changes would impact that. *</p>		
3. (Action): 25-26 Linscott Employee Handbook	Public Comment: None Board Discussion: The board confirmed that teachers were allowed to view the handbook.	Motion: Motion to approve the 25-26 Linscott Employee Handbook, as presented	Moved: Araceli Seconded: Alyssa Yes: 6 No: 0 Abstain: 0 Absent: 2
4. Action: Revise Title Ix, Harassment, Intimidation, Discrimination, And Bullying Policy	Public Comment: None Board Discussion: None	Motion: Motions to revise Title IX, Harassment, Intimidation, Discrimination, And Bullying Policy as written	Moved: Sarah Seconded: Felipe Yes: 6 No: 0 Abstain: 0 Absent: 2
5. Stipend Proposal: Middle School Sports Coordinator	Public Comment: None Board Discussion: The board discussed how to expand transportation/carpooling and wondered if this could be coordinated by the Middle School Sports Coordinator.	Motion: Motion to approve the stipend proposal for a Middle School Sports Coordinator	Moved: Felipe Seconded: Araceli Yes: 5 No: 0 Abstain: 0 Absent: 3
6. Discussion/ Action: Limited Term Part-time Groundskeeper	Public Comment: None Board Discussion: The board discussed the options of limited term vs. permanent term.	Motion: Motion to approve a limited term part-time groundskeeper	Moved: Sarah Seconded: Emily Yes: 5 No: 0 Abstain: 0 Absent: 3



7. Discussion: 25-26 SMT Calendar	Public Comment: None Board Discussion: The board discussed setting SMT meeting days/times for the year. The following times were agreed upon by the team: 9/25 10/23 11/20 12/18 1/22 2/26 3/19 4/23 5/14 5/28 6/11 6/18
Meeting Adjournment: 7:13	
Next meeting: 9/25/2025	

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: Sunshine with PVFT

Meeting Date: 9/25/25

Session: Open

Summary:

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 Federation of Teachers (PVFT) to Linscott Charter School for negotiations for the 2024-25 school year.

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

Información del tema de acción

Título del punto: Notifica Públicamente con PVFT ("sunshinea")

Fecha de la reunión: 25/09/25

Sesión: Abierta

Resumen:

Esta discusión tiene como objetivo revisar las prácticas actuales de recaudación de fondos de Linscott y LFKF. Actualmente, LFKF es la principal organización de recaudación de fondos para los estudiantes de Linscott. Además de la recaudación para la graduación de octavo grado, toda la recaudación se realiza a nivel escolar para beneficiar a todos los estudiantes. Esta discusión tiene como objetivo evaluar las ventajas y desventajas de esta práctica y determinar si es necesario realizar ajustes.



**PAJARO VALLEY FEDERATION OF TEACHERS
And
LINS COTT CHARTER SCHOOL
Sunshine to the SMT
September 25th, 2025**

Government Code Section 3547, the Education Employment Relations Act, requires initial bargaining proposals to be presented for public comment. The Pajaro Valley Federation of Teachers and Linscott Charter wish to convene negotiations on the following articles:

- Article VII: Wages and Related Matters

Action Item Information

Title of Item: Tentative Agreement with PVFT

Meeting Date: 9/25/25

Session: Open

Summary:

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.

Fiscal Impact

\$15,600 from the 2024–25 budget.

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

Información del tema de acción

Título del punto: Acuerdo provisional con PVFT

Fecha de la reunión: 25/9/25

Sesión: Abierta

Resumen:

La Escuela Chárter Linscott y la Federación de Maestros del Valle de Pajaro (PVFT) han llegado a un acuerdo provisional sobre la compensación total para el año escolar 2024-25. El acuerdo prevé un pago único y fuera de plazo de \$1,200 para cada miembro del personal certificado no directivo (13 en total). Este acuerdo se alinea con el acuerdo de compensación negociado entre el Distrito Escolar Unificado del Valle de Pajaro (PVUSD) y PVFT para el año escolar 2024-25, lo que garantiza la paridad entre el distrito y las escuelas chárter.

Impacto fiscal

Article VII: Wages and Related Matters


-\$1,200 one time off schedule payment to all unit members on the certificated non-management salary schedule represented by PVFT.

For Linscott:



9/21/25

For the Union:



9/11/25

\$15,600 del presupuesto 2024-25.
Linscott Charter School

Site Management Team Packet

Action Item Information

Title of Item: Revise Policy #3300 - Fund Development Policy

Meeting Date: 9/25/25

Session: Open

Summary:

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

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

Información del tema de discusión/acción

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

Fecha de la reunión: 25/9/2025

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.

**ARCHIVED:
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

FUND DEVELOPMENT POLICY #3300

Purpose

The purpose of this policy is to provide guidelines for the solicitation of funds in support of funding priorities as identified by the Site Management Team of Linscott Charter School. The purpose of all fundraising efforts shall be to advance the goals outlined in the Linscott Charter School Mission Statement and/or the Linscott Charter School Strategic Plan in order to benefit Linscott Charter School students' educational experience.

Goals

- To define roles and responsibilities and establish committees for the solicitation of funds.
- To minimize duplication of effort and support communication between fundraising groups and individuals
- To outline procedures for identification, cultivation and solicitation of prospective donors.
- To establish procedures for the development of a comprehensive fundraising calendar to reflect priorities established by the SMT and needs of all groups within the school community.

Roles and Responsibilities

1. It shall be the responsibility of the Site Management Team to identify the fundraising needs of the school. The SMT shall identify the amounts needed and prioritize the programs and/or expenditures to be funded through such revenues.
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
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. In conjunction with the AD, teaching staff may oversee classroom fundraising efforts and authorize expenditures in advance if a profit will be made from the

expenditure.

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.
6. The parent community shall participate in all fundraising activities as outlined in Parent Participation Policy #8001.

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 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

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:

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exclusion of others.

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Reviewed: January 12, 2006

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Revised: November 7, 2011

Revised: November 3, 2015

Reviewed: Nov. 4, 2019

Revised: September 25, 2025

Action Item Information

Title of Item: Prop 28 Annual Report

Meeting Date: 9/25/25

Session: Open

Summary:

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 and quality of arts programs for students and are not to supplant existing arts funding.

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

Información del tema de discusión/acción

Título del punto: Informe Anual de la Proposición 28

Fecha de la reunión: 25/9/2025

Sesión: Abierta

Resumen:

La Proposición 28 de California (Ley de Garantía de Financiamiento y Responsabilidad para las Artes y la Música en las Escuelas) proporciona fondos complementarios específicos para ampliar la educación artística. Estos fondos están destinados a aumentar el acceso y la calidad de los programas de arte para los estudiantes y no a suplantar la financiación existente para las artes.

Proposition 28: Arts and Music in Schools Funding

Annual Report

Fiscal Year 2024-25

Name: Linscott Charter
CDS Code: 4469799-6049720
Charter School Number: 41
Allocation Year: 2024-25, 2023-24

1. Narrative description of the Prop 28 arts education program(s) funded. (2500 character limit).

In 2024–25, Linscott Charter School used Proposition 28 funds to expand equitable access to music education. Funds supported increased in-school music instruction time and staffing, a no-cost after-school music club, student attendance at live performances, and new musical instruments and curriculum-aligned materials. Overall, the program served 65% of K–8 students with measurable gains in participation, performance opportunities, and student engagement.

2. Number of full-time equivalent teachers (certificated). 0.8

3. Number of full-time equivalent personnel (classified). 0.0

4. Number of full-time equivalent teaching aides. 0.0

5. Number of students served. 165

6. Number of school sites providing arts education. 1

Date of Approval by Governing Board/Body 9/25/2025 12:00:00 AM

Annual Report Data URL

<https://linscott.pvUSD.net/Our-School/Governance/Linscott-Policies-and-State-Reporting/index.html>

Submission Date 9/22/2025 11:25:02 AM