



Site Management Team Regular Meeting Agenda and Packet

Date: October 22, 2026

Time: 5:30 pm

Location: In-Person in Fox Landing 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

Student Council Report

Director's Report

Public Comments on Regular or Non-Agenda Items*

Consent Agenda:

Meeting Minutes: 9/3/26

Action & Discussion Items:

1. (Discussion) Pregnancy Disability Leave Policy #4300
2. (Action) Linscott CalSTRS Resolution
3. (Presentation) 25-26 Budget Update

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 Consejo Estudiantil

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: 3/9/26

Puntos de decisión y debate:

1. (Decisión) Política de licencia por incapacidad por embarazo n.º 4300
2. (Decisión) Resolución de Linscott CalSTRS
3. (Presentación) Actualización presupuestaria

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 3, 2026
 In-Person and Zoom

Time:	Item:			
Call to order: 5:39	<u>SMT Members Present:</u> - Alison Guerin - Alyssa Khan - Felipe Gamboa - Araceli Gonzalez - Emily Villaron	<u>SMT Members Absent:</u> Josie Montes	<u>Linscott Staff/Community Members Present:</u> - Alicia Doolittle, Director - Heidi Claypool, Teacher	
Approval of Agenda			Motion: Motion to approve the agenda as written.	Moved: Alison Seconded: Emily Yes: 5 No: 0 Abstain: 0 Absent: 1
Read Mission Statement: Read by Alicia Doolittle				
Correspondence	AD received correspondence over the summer from CDE that Linscott is not able to report out on the ACES Grant (afterschool program grant) and that the funds must be sent to Pajaro Valley Unified School District to be distributed to Linscott.			
Announcements & Appreciations	- Appreciation for the summer program and the staff for making and fun and safe learning environment for all students - Appreciation for the community for helping to have a successful start of the school year. - Appreciation for Teacher Lisa for sharing her lesson plans with parents ahead of time.			



	● Appreciation to all of the teachers for Back to School Night and for being ready for a great school year! ● Appreciation to Eddy for maintaining the campus and keeping it looking clean and beautiful
Student Council	● No Report at this time
PVFT Report	● PVFT has reached a tentative agreement with PVUSD
LFKF Report	● No formal report at this time ● Drive for Schools is getting started
Director's Report	● Attendance ○ Unofficial attendance rates for August in approximately 95% ○ Some attendance issues have been noted and staff is responding swiftly and appropriately ○ There are openings in 6th grade and 7th grade ● First 30 days ○ Beginning of the year assessments are underway ● Facilities ○ Options to revitalize the field/play ground area were shared ○ Received quotes for Turf and re-sod the field ■ Turf: \$160k ■ Re-sod \$60k ○ Restriping will begin next week ● Community ○ Unfortunately, this year's Back to School Potluck had a lower turnout this year than previous years ● PVUSD ○ PVUSD assigned a new Charter Liaison ○ PVUSD is understaffed at this time and therefore systems are not operating efficiently at this time ● Welcome new staff



	○ Emma in 4th grade ○ David will start teaching in November as a Math Interventionist ○ Bella, Bella, Moses, Evelyn are new staff members supporting students ● SMT lost two members for this school year ● The difference between a Visitor and Volunteer was reviewed. ○ Board Members must complete mandated reporter trainings ○ This information was previously reviewed with staff		
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 talked to Taylor about the PGE donations. LFKF will need to provide information about what the donations will be for ● Araceli also talked to PGE about a volunteer reimbursement program ● There is also an opportunity to receive a grant ● There is also an employee donation grant that PGE will match			
AGENDA ITEMS			
1. (Action) Consent Agenda	Meeting Minutes: 6/18/2026	Motion: Motion to approve meeting minutes from 6/18/2026	Moved: Alison Seconded: Emily Yes: 5 No: 0 Abstain:0 Absent: 1
2. (Action/ Discussion) Williams Act Resolution	Williams Act Resolution The SMT is asked to review and approve the Williams Act Resolution on Materials Sufficiency	Motion: Motion to approve the Williams Act Resolution as written and presented.	Moved: Emily Seconded: Felipe Yes: 5 No: 0 Abstain:0 Absent: 1



3. (Action/Discussion) Student Success Team Coordinator	Student Success Team Coordinator The Site Management Team is asked to approve a new proposed position for a Student Success Team (SST) Coordinator.	Motion: Motion to approve the Student Success Team (SST) Coordinator Stipend as written and amended to include training for MTSS processes and minimum requirement of a teaching credential	Moved: Alyssa Seconded: Felipe Yes: 5 No: 0 Abstain: 0 Absent: 1
Meeting Adjournment: 7:21pm			
Next meeting: September 2026			

DISCUSSION ITEMS

Discussion items are intended to allow for discussion and questions. No action may be taken on a discussion item. Discussion items may not be changed to action items.

Discussion Item Information

Title of Item: Pregnancy Disability Leave Policy #4300 - First Reading

Meeting Date: 10/22/26

Session: Open

Summary:

In July 2026, the state budget trailer bill (AB 126) created a new paid pregnancy disability leave for California public school employees, including charter school staff. Beginning January 1, 2027, eligible certificated and classified employees may take up to 14 weeks of fully paid leave when they are disabled by pregnancy, miscarriage, childbirth, termination of pregnancy, or recovery from those conditions. This leave is in addition to sick leave and other paid leave, and employees keep their health coverage and retirement service credit while on leave.

The AD recommends that the SMT review the Pregnancy Disability Leave Policy as a first reading, with adoption at the next meeting so the policy is in place before January 1, 2027.

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

Información sobre el tema de debate

Título del punto: Política de Licencia por Incapacidad por Embarazo n.º 4300 - Primera Lectura

Fecha de la reunión: 22/10/2026

Sesión: Abierta

Resumen:

En julio de 2026, el proyecto de ley complementario del presupuesto estatal (AB 126) creó una nueva licencia remunerada por incapacidad por embarazo para los empleados de las escuelas públicas de California, incluido el personal de las escuelas autónomas. A partir del 1 de enero de 2027, los empleados certificados y clasificados elegibles podrán tomar hasta 14 semanas de licencia totalmente remunerada cuando se encuentren incapacitados por embarazo, aborto espontáneo, parto, interrupción del embarazo o recuperación de dichas afecciones. Esta licencia se suma a la licencia por enfermedad y otras licencias remuneradas, y los empleados conservan su cobertura médica y sus créditos de servicio para la jubilación durante la licencia.

La Directora recomienda que el Equipo Directivo de Gestión (SMT) revise la Política de Licencia por Incapacidad por Embarazo en primera lectura, con su aprobación en la próxima reunión para que la política entre en vigor antes del 1 de enero de 2027.

Personnel

PREGNANCY DISABILITY LEAVE POLICY #4300

Purpose

Linscott Charter School supports employees during pregnancy and recovery. This policy explains the paid and job-protected leave available to employees who are disabled by pregnancy or a related condition, and how to request it. It follows California law, including AB 126 Paid Pregnancy Disability Leave (Education Code sections 44965 and 45193), which takes effect January 1, 2027.

Who is covered by this Policy?

This policy applies to all certificated and classified employees of Linscott Charter School, beginning on their first day of work. There are no minimum hours or length-of-service requirements. Substitute and temporary employees are not eligible for AB 126 paid leave, but they may still qualify for job-protected Pregnancy Disability Leave and accommodations, as addressed below.

AB 126 Paid Pregnancy Disability Leave

Linscott Charter School will give each eligible employee a paid leave of absence of up to 14 weeks, as needed, for any time the employee must be absent from work because they are experiencing or have experienced pregnancy, miscarriage, childbirth, termination of pregnancy, or recovery from those conditions. The employee and their physician decide how long the leave lasts, including when it starts and when the employee returns. The need for leave must be verified by the employee's physician.

Intermittent or Reduced Schedule Leave

Paid leave may be taken all at once, intermittently, or on a reduced schedule when the employee is actually disabled by pregnancy, childbirth, termination of pregnancy, or a related medical condition. Leave may begin before childbirth and continue afterward. Shorter periodic absences for pregnancy-related disability taken before a longer leave may be counted toward the 14 weeks.

Pay During Leave

Full-time employees receive their regular rate of pay during the leave. Part-time employees are paid each week as follows:

- If the employee works a fixed number of hours each week, they receive pay for the hours they are normally scheduled to work.
- If the employee's hours vary, they receive their average weekly pay from the six months right before the leave began.
- If the employee has worked at Linscott Charter School for less than six months, they receive their average weekly pay for their whole time employed before the leave began.

Linscott employees participating in State Disability Insurance (SDI): Employees on this leave must apply for SDI benefits through the California Employment Development

Department (EDD) and give the EDD permission to share payment amounts with the school. Linscott Charter School will pay the difference between SDI benefits and the employee's regular pay, so the employee always receives full pay with no reduction to their leave balances.

Relationship to Other Leave

This paid leave is in addition to sick leave, vacation, extended illness leave, and other paid leave. Employees do not have to use their own leave first, and their balances will not be reduced. Time taken under this policy will not be deducted from leave the employee may need later for a different injury, illness, or disability, including a later pregnancy-related condition.

AB 126 leave is not counted as leave taken under the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or Pregnancy Disability Leave (PDL).]

Benefits and Retirement

An employee on AB 126 leave remains an employee of Linscott Charter School. The school will keep the employee's group health coverage at the same level and under the same conditions as if they were still working. Linscott Charter School will make the required employer contributions to CalSTRS / CalPERS. The employee will continue to earn full service credit and pay their required member contributions.

Job-Protected Pregnancy Disability Leave

Under the California Fair Employment and Housing Act (FEHA), employees disabled by pregnancy or a related condition may take up to four months of job-protected leave per pregnancy. Four months means the number of days the employee would normally work in four calendar months. This leave may be taken all at once, in partial days, or on a reduced schedule when medically necessary, for example for prenatal appointments or severe morning sickness.

Reasonable Accommodation and Transfer

An employee affected by pregnancy may request a reasonable accommodation, such as modified duties, more frequent breaks, a schedule change, or help with lifting. An employee may also request a temporary transfer to a less strenuous or less hazardous position, if one is available. If an employee returns from leave with medical limitations, the school will review them and accommodate the employee as required by law. The school will work with the employee in good faith to find a workable solution.

Bonding Leave After Birth

AB 126 paid leave covers the time an employee is medically unable to work. Once that time ends, eligible employees may also take bonding leave. This may include CFRA leave and up to 12 weeks of partially paid parental leave under the Education Code. Bonding leave is separate from AB 126 paid leave and does not reduce the 14 weeks. Employees can contact Linscott Charter School's HR Manager to learn how these leaves fit together for their situation.

Requesting Leave

Employees should request leave by completing a Request for Leave form, available from and returned to Linscott Charter School's HR Manager.

When the need for leave is foreseeable, employees should give at least 30 days' notice, or as much notice as they can. Missing this notice may delay the start of leave, unless the need was an emergency or could not be foreseen.

The school will usually respond to a leave request within two days of learning the leave qualifies, and always within five days of receiving the request. If leave is approved, the employee will receive written notice that explains their responsibilities.

Medical Certification

Employees must provide a medical certification from their health care provider on a school form within 15 days of the request. Leave may be delayed until the certification is received. The certification does not need to include a diagnosis.

If leave continues past the date the health care provider estimated, the employee must submit a new certification.

Returning to Work

Before returning from a pregnancy disability leave of 5 days or more, the employee must provide a release from their health care provider saying they are able to return to work. An employee returning from Pregnancy Disability Leave will be reinstated to the same position. If that position is no longer available for reasons allowed by law, the employee will be offered a comparable position.

Confidentiality

Medical information related to an employee's pregnancy or leave will be kept confidential and stored separately from the employee's personnel file.

Nondiscrimination and Nonretaliation

Linscott Charter School does not discriminate against employees or applicants because of pregnancy, perceived pregnancy, childbirth, or related conditions. No employee will be treated differently or retaliated against for requesting or taking leave or accommodations under this policy. Concerns may be raised with the Principal or Linscott Charter School's HR Manager.

Notice to Employees

The school will post the required California pregnancy disability leave notice where employees can easily see it and will include this policy in the employee handbook.

Agreements With Greater Rights

If an employment contract or collective bargaining agreement gives an employee more generous disability or parental leave than this policy, Linscott Charter School will follow that agreement.

Legal Reference:

EDUCATION CODE

44965Pregnancy disability leave, certificated employees

45193Pregnancy disability leave, classified employees

GOVERNMENT CODE

12945Pregnancy disability leave; reasonable accommodation; transfer

12945.2California Family Rights Act

CODE OF REGULATIONS, TITLE 2

11035-11051Pregnancy disability

UNITED STATES CODE, TITLE 29

2601-2654Family and Medical Leave Act

First Reading:

Second Reading:

Adoption:

Review: every 3 years

Remove upon approval:

Sources

- *CSDC Sample Policies, Employee Handbook, AB 126 Paid Pregnancy Disability Leave (September 2026)*
- *YMC Legal, "California AB 126: The Governor's Education Omnibus Trailer Bill, Part 2 of 3"*
- *Lozano Smith Client News Brief No. 24 (August 2026), also published on the ACSA Resource Hub*
- *Atkinson, Andelson, Loya, Ruud & Romo, K-12 Paid Pregnancy Leave alert (July 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: Linscott CalSTRS Resolution

Meeting Date: 10/22/26

Session: Open

Summary:

In 2024, the state changed how CalSTRS determines which jobs qualify for membership. Starting July 1, 2027, it would have limited CalSTRS eligibility at charter schools to teachers only. On September 30, 2026, AB 2519 was signed into law to fix this, allowing non-teacher charter school positions to stay in CalSTRS if they oversee instructional functions and require a credential.

The governing board of each charter school must adopt a resolution at a public meeting designating each eligible position and naming the instructional functions it oversees. The designation cannot take effect before July 1, 2027.

At Linscott, the Administrative Director/Principal is the only applicable non-teacher position.

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

Información del tema de acción

Título del punto: Resolución de CalSTRS de Linscott

Fecha de la reunión: 22/10/26

Sesión: Abierta

Resumen:

En 2024, el estado modificó la forma en que CalSTRS determina qué puestos califican para ser miembros. A partir del 1 de julio de 2027, la elegibilidad para CalSTRS en las escuelas chárter se limitaría únicamente a los docentes. El 30 de septiembre de 2026, se promulgó la Ley AB 2519 para corregir esta situación, permitiendo que los puestos no docentes en las escuelas chárter permanezcan en CalSTRS si supervisan funciones de instrucción y requieren una credencial.

La junta directiva de cada escuela chárter debe adoptar una resolución en una reunión pública designando cada puesto elegible y especificando las funciones de instrucción que supervisa. La designación no puede entrar en vigor antes del 1 de julio de 2027.

En Linscott, el Director Administrativo/Director General es el único puesto no docente que cumple con los requisitos.

**LINSCOTT CHARTER SCHOOL SITE MANAGEMENT TEAM
RESOLUTION NO. 2026-02**

**A RESOLUTION DESIGNATING THE POSITION OF ADMINISTRATIVE
DIRECTOR/PRINCIPAL AS A POSITION SUBJECT TO MEMBERSHIP IN THE CALIFORNIA
STATE TEACHERS' RETIREMENT SYSTEM, EFFECTIVE JULY 1, 2027**

WHEREAS, Linscott Charter School is a charter school authorized by the Pajaro Valley Unified School District, approved and eligible to receive state apportionment, and participating in the California State Teachers' Retirement System ("CalSTRS"); and

WHEREAS, the Site Management Team is the governing board of Linscott Charter School; and

WHEREAS, Assembly Bill 1997 (Chapter 690, Statutes of 2024) replaced the "creditable service" standard for CalSTRS participation with a "position subject to membership" standard, effective July 1, 2027; and

WHEREAS, Assembly Bill 2519, signed into law on September 30, 2026, amended Education Code section 22156.07 to allow a non-teacher position at a charter school to be a position subject to membership if the position performs, directs, coordinates, supervises, or administers one or more of the functions listed in Education Code section 44065, and the position requires, or would require at a school district or county office of education, a valid credential, license, permit, or certificate authorized by the Commission on Teacher Credentialing or the State Department of Health Care Services; and

WHEREAS, Assembly Bill 2519 requires the charter school's governing board to adopt a resolution at a public meeting designating each such position as a position subject to membership and identifying the Education Code section 44065 function or functions associated with the position; and

WHEREAS, the Site Management Team wishes to preserve CalSTRS eligibility for the Administrative Director/Principal position, supporting the recruitment and retention of experienced school leadership;

NOW, THEREFORE, BE IT RESOLVED by the Site Management Team of Linscott Charter School as follows:

1. The recitals above are true and correct and are incorporated into this Resolution.
2. The position of Administrative Director/Principal is designated as a "position subject to membership" in CalSTRS under Education Code section 22156.07, as amended by Assembly Bill 2519.

3. The position of Administrative Director/Principal directs, coordinates, supervises, and administers the following functions listed in Education Code section 44065: instruction; curriculum planning; instructional materials; in-service training of certificated staff; and evaluation of the instructional program.
4. The position of Administrative Director/Principal requires a valid Administrative Services Credential authorized by the Commission on Teacher Credentialing.
5. This Resolution is effective July 1, 2027.
6. The Site Management Team will review this Resolution whenever Linscott Charter School creates a new position, or fills an existing position, that may be eligible for CalSTRS membership, and will amend or adopt resolutions as needed so that any designation is in effect on or retroactive to the employee's date of hire.
7. The Linscott Human Resources Manager is authorized to take any actions needed to carry out this Resolution, including reporting to CalSTRS.

PASSED AND ADOPTED by the Site Management Team of Linscott Charter School at a public meeting held on October 22, 2026, by the following vote:

AYES:_____

NOES:_____

ABSTAIN:_____

ABSENT:_____

Araceli Gonzalez, Chair, Site Management Team

CERTIFICATION

I certify that the foregoing is a true and correct copy of Resolution No. 2026-02, adopted by the Site Management Team of Linscott Charter School at a public meeting held on October 22, 2026.

Alison Guerin, Secretary, Site Management Team