

Urban Charter Schools Collective (UCSC)
Board Meeting Agenda
June 27, 2016
Special Board Meeting Agenda
This meeting is being video recorded.

Board Members

Miles E. Myles President (Term Expires June 2017)
Lance Fang, Vice President (Term Expires June 2018)
Dennis Mah, Board Treasurer (Term Expires June 2018)
Kou Xiong, Board Member (Term Expires June 2017)
____ Vacant; Board Secretary (Term Expires June 2017)
____ Vacant, Board Member (Term Expires June 2017)
____ Vacant, SCUSD Representative (no expiration)

6:00 p.m. Convene
6:15 p.m. Closed Session
6:20 p.m. Reconvene Open Session
8:00 p.m. Adjourn

Lisbon Elementary Staff Room
7555 S. Land Park Drive, Sacramento 95831

* Supporting materials will be distributed at the meeting.

- 1. CALL TO ORDER** 6:00 PM
- 2. BOARD ROLL CALL** 6:01 PM
- 3. ADJUST AGENDA ITEMS AS NEEDED** 6:02 PM
- 4. PUBLIC COMMENT – Limit Two Minutes Per Person And Ten Minutes Per Issue Listed In The Agenda** 6:05 PM
- 5. INFORMATIONAL ITEM – Movement Program Final Product** 6:10 PM
5.1 P.E. Progress

Closed Session: 6:15 PM

C-1. Transitions: Hires, Resignations, and Leaves

Closed session minutes from previous month's meeting will be distributed during closed session.

Closed session intended for:

- 1) considering appointment, employment, evaluation of performance, discipline or dismissal of an employee (employee may request hearing of discipline or complaint be done in opens session);*
- 2) meeting with law enforcement or security personnel concerning the security of public buildings and services;*
- 3) receiving advice from legal counsel concerning existing litigation, initiating litigation, or situations involving significant exposure to litigation;*
- 4) considering labor negotiations, although final decisions concerning salaries must be made in public;*
- 5) considering price and term in connection to purchase, sale, exchange or lease of real property.*

Definition: Significant exposure to litigation is created when: 1) existing facts and circumstances are not known to plaintiffs, 2) a claim is received threatening litigation, 3) a person at a public meeting threatens litigation, 4) a person outside a public meeting threatens litigation and an agency official having knowledge of the threat makes a record of the statement prior to the meeting. Brown Act 54956.9(b)(3)

- 6. REPORT OUT CLOSED SESSION** 6:20 PM
- 7. CONSENT AGENDA** 6:25 PM
 - a) Approval of Regular Board Meeting Minutes on June 22, 2016
- 8. ACTION ITEM – Approval of CARS Spring 2016 Data Collection** 6:30 PM*
- 9. ACTION ITEM – Approval on 2016 – 17 Budget and LCAP** 6:40 PM
- 10. ACTION ITEM – Approval on UCSC Job Description** 7:20 PM
- 11. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA** 7:55 PM
- 12. ADJOURN** 8:00 PM

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)]

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- Regular board meetings for 2015-16 have been scheduled for Aug. 10, Sept. 14, Oct. 12, Nov. 9, Dec. 14, Jan. 11, Feb. 8, Mar. 14, Apr. 11, May 9, Jun. 13 and Jun 22, 2016.

[Calendar of Regular Board Meetings](#)

Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted below for November and June. All meetings start at 6:00 PM and are conducted in the Lisbon Staff Lounge located at 7555 South Land Park Drive in Sacramento, CA 95831.

Each regular meeting will have the following two agenda items:

- 1) Principal's Report on Instruction & Learning which includes: ELAC update, Academy Council update, enrollment & attendance update, and suspension & referral update.
- 2) Business Office Manager's summary of Finance & Operation which includes: profit & loss statement for through the end of the prior month and cash flow update,

August 10, 2015	September 14, 2015	October 12, 2015	November 9, 2015
<ul style="list-style-type: none"> Review actual enrollment and attendance and compare to projected Review work of board nominating committee Sick Leave/Vacation Policy Staff evaluation process Preparing for annual board self-evaluation Appoint nominating committee for vacant board position(s) Update Board priorities 	<ul style="list-style-type: none"> Annual Board organizational meeting Annual Board self-evaluation Review annual program audit before submission to SCUSD by the principal Approve prior year unaudited actuals – due to SCOE 9/15 Set goals for next 12 months Approve Public Charter Schools Grant's Application Discuss Academy Council and Board relationship; See governance section of charter Micromanagement Update Board priorities 	<ul style="list-style-type: none"> Update Board priorities 	<ul style="list-style-type: none"> Update Board priorities Receive & review prior year fiscal audit conducted by Gilbert Associates –due to district, county, CDE, and state controller by 12/15
December 14, 2015	January 11, 2016	February 8, 2016	March 14, 2016
<ul style="list-style-type: none"> Approve 1st Interim Financial Report for July 1-Oct. 31st due to SCUSD and SCOE by Dec. 15 Introduce mid-year budget revisions to 2015-16 budget for approval at January meeting Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Reviewing the Hmong Language Development Program Review P-1 Attendance report submitted to CDE to compare project & actual attendance. P-1 ended on Dec. 31 Approve mid-year budget revisions to 2015-16 budget Review random drawing (lottery procedure) when applicants outnumber available seats Plan for board member and academy council training Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Approve Budget Development Calendar for creating next year's budget Review enrollment and staffing projections in preparation for next year's staffing. Review preliminary budget for next fiscal year based on governor's proposal Approve ConApp Part 2. Due to CDE on Feb 24 Discuss staff release procedures Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Approve 2nd Interim Financial Report for July 1 - Jan. 31st and due to SCUSD and SCOE by Mar. 15 Review parent involvement policy Approve instructional calendar for the next school year Review admin, teacher, and other staff compensation Update Board priorities Update progress of YPSA's renewal process
April 11, 2016	May 9, 2016	June 13, 2016	June 22, 2016
<ul style="list-style-type: none"> Board reviews and gives feedback to Academy Council on their budget recommendations for next year Approve 2nd budget revisions to 2015-16 budget Update one-year study and application process to join new SELPA Salary schedule for 2016-17 Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> If released, review governor's May revisions to next year's proposed budget. Might not be released until the 15th Review P-2 Attendance report submitted to CDE to compare project and actual attendance. P-1 ended on April 15th Approve new hires Approve list of employees with reasonable assurance of returning next year Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Public hearing on the updated-LCAP and 2016-17 budget. Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Approve next year's budget and submit to SCUSD and SCOE by July 1st Annual review and affirmation of Title I Parent Involvement Policy ConApp Part 1 due June 30 for Title I, II, & III funding Review all staff evaluations Approve new hires Approve updated-LCAP and 2016-17 Budget Update Board priorities Update progress of YPSA's renewal process

[Calendar of Regular Board Meetings](#)

Approved and Adopted on July 8, 2015

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Regular Board Meeting Minutes
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Dennis Mah, Board Treasurer (Term Expires June 2018)
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6:30 Closed Session
7:50 Reconvene Open Session
9:00 Adjourn

Lisbon Elementary Staff Room
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1. CALL TO ORDER

Myles called the meeting to order at 6:02 pm.

2. BOARD ROLL CALL

Members in Attendance: Miles E. Myles, Dennis Mah, Kou Xiong

Member(s) Absence: Lance Fang

Staff in Attendance: Lee Yang, Superintendent; Vince Xiong, Principal; Megan Lao, Business Office Manager; Kao Yee Vue, Administrative Assistant

Guest in Attendance: Kou Vang, Mai Lee Thao, Claudia Sherry, Amanda Vang, Michelle Lee, Leeseng Thao, Edward Lee, and Joseph Velez

3. ADJUST AGENDA ITEMS AS NEEDED

No adjustment to the agenda needed to be made.

4. PUBLIC COMMENT – Limit Two Minutes Per Person And Ten Minutes Per Issue Listed In The Agenda

N/A

5. INFORMATIONAL ITEM – Update on Teacher Leadership Collective & Movement Program

V. Xiong introduced the Teacher Leadership Collective team to the Board and projects that they have taken on to help support the school and the scholars learning.

5.1 Teacher Leadership Collective Summary Update (max. 15 minutes)

5.1.1 Moby Max

A. Vang and M. Lee, 2nd grade and kindergarten core teachers, have taken the role as a coordinator of the Moby Max program overseeing the ATT Program alongside with ATT Program Manager.

A. Vang presented the role of the leadership committee to monitor the ATT Program also known as the Achievement through Technology Program. The purpose for the leadership team is to help rebuild the ATT program, training core staff to assign lessons on Moby Max, learn ways to provide the necessary support for arising issues on the program and collaboration between the core staff and ATT staff. During multiple observations of the program, the committee leaders gather data based on the current procedure of the program such as time spent on the program, scholars on track with MM schedule, devices properly working, agenda posted, LIFESKILLS and Lifelong Guidelines being used, and the ATT supervisors circulating classroom.

M. Lee presented the data on Math Facts Proficiency Percentages, Math Proficiency, Language Proficiency, Vocabularies, Reading Proficiency, Reading Literature Proficiency, and Writing Proficiency. The data were collected in Mid – May showing that scholars are in fact improving but is still below grade level.

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5.1.2 Friday Intervention

Sherry, 1st grade core teacher, have taken the role as a coordinator for the Friday Intervention program. Sherry shared the adoption of the SIPP also known as Systematic Instruction on Phonological Awareness, Phonics, and Sight Words and the improvement on the scholars who actually utilized the program. The purpose of the program is to help close the achievement gap in the scholars who are performing below grade level in Language Arts concerning on phonics, reading fluency, sight words, and learning all the rules in the English language. This program is to help scholars to be able to break down words, spell them correctly, and make sense of the words.

Sherry shared that in order to identify which scholars needed the extra help, Instructional Aides tested all 425 scholars on campus to see where each scholars stand. Invitation to over 100 scholars were given to attend the program. The scholars who are struggling in class are coming to school on a Friday for 1 hour to get the extra help. Targeted growth have not yet been met but there have been growth in other aspect after the implementation of the program.

5.1.3 HLD

K. Vang, Hmong Language Instructor, have taken the role as the Hmong Language Development Program Coordinator. K. Vang presented some identify tasks that have already been completed or is still in process of being completed. K. Vang collected data by collaborating with HLD teachers to assessment measures foundational literacy skill, listening, speaking, reading and writing standards. K. Vang presented data of consonants, vowels, tones, and scholar's performances. Scholars are doing well in listening and speaking with using the vocabularies taught to them and can read well. K. Vang concern are scholars does not understand what they are reading at times and have difficulty in writing. K. Vang have identify the problems that are happening and have draft a list of recommendations of how to support the scholars.

5.1.4 CAASPP & CELDT Assessment

M. Thao, 5th grade core teacher, have taken the role as a Site Coordinator for the CAASPP testing that is being implemented statewide. CAASPP also known as the California Assessment of Student Performance and Progress is the replacement of the Standardized Testing and Reporting (STAR Test) program starting January 1, 2014. M. Thao provided data collected from after receiving the test score this 2015-16 school year and a comparison of growth from the 2014-15 school year. The goal is to improvement scholars by 2 grade level.

5.2 Movement Program Final Product (max. 5 min.)

V. Xiong presented the Movement Team to the Board and with the updates on the programs.

V. Xiong updated the PE program and why the project binder have not yet been finalized. Due to emergencies and taking on several other tasks, meetings have been canceled. PE does not have an update on the program but will present what have already been completed during the special meeting on June 27, 2016.

V. Xiong updated the Dance program and the process of it. V. Xiong and E. Lee have created the Backward Standard Map foundation and is currently working with Step 1 consultant, Mary and Pepper Bond. V. Xiong provided the required guidance and support to consultant to help polish the program.

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5.2.1 Taekwondo Progress

Velez, TKD Instructor, presented the project binder on the completion of the program. The program does required a certify ETA Instructor (black belt) in order to teach the program. The encouragement for parents' participation is in process but not part of the binder. Velez presented how scholars are tested.

6. REPORT OUT CLOSED SESSION

Yang report to the Board on the Principal's evaluation that is moving along as planned. The Board have enter into an open session for the first half of Yang's report due to the fact that the presentation present the Student Achievement Plan. Yang presented the 8 Steps Lesson Plan (Madeline Hunter) and the Coherence learning adopted in Southern California and Canada tailor to fit the school's needs. Yang presented a 90.90.90 goal for the school to meet (90% of students will score 90% accuracy at 90% of the time in each class).

Mah presented to the Business Office Manager Succession Plan for the Board reviewed.

The Board have discussed the salary of the Superintendent, Principal and Business Office Manager.

Item C-4 have been table to the next meeting due to time constraint.

Yang reported no new updates on OCR but the school is moving along as planned in the agreement.

The Board discussed and took vote on extending the term of the Board Members.

7. CONSENT AGENDA

a) Approval of Regular Board Meeting Minutes on June 13, 2016

Mah moved to approve the minutes. Myles second the motion. All ayes from Myles, Mah, and K. Xiong. Fang was absent. Motion carried unanimously.

8. INFORMATIONAL ITEM – Update and Discussion on Administrative Bonus Proposal

K. Xiong withdrew the discussion of the Administrative Bonus Proposal.

9. INFORMATIONAL ITEM – Update on 2016 – 17 Budget and LCAP

Item was table to next meeting due to time constraint.

10. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA

Members have identify items for the next board agenda in the minutes.

11. ADJOURN

Myles adjourn the meeting at 10:35 PM.

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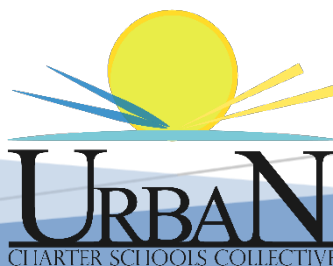


2016-2017

**Yav Pem Suab Academy
Operating Budget**

*Developing Lifelong Learners and LIFESKILLED leaders, enabling them to be
productive and responsible contributing members of society.*

July 1, 2016



Background

Education Code section 47604.33(a)(1) requires charter schools to adopt a preliminary budget on or before July 1st each year, for the ensuing fiscal year. Prior to adoption, the Board must conduct a public hearing which is in accordance with state-adopted criteria and standards. The adopted budget is then submitted to its chartering authority and the County Office of Education.

On June 27, 2016 the Urban Charter Schools Collective (UCSC) adopted the 2016-17 budget for Yav Pem Suab Academy Charter School (YPSA). The budget was based on information available to UCSC on June 21, 2016.

The 2016-17 Budget establishes expenditure authority for Yav Pem Suab Academy to conduct business in the coming year and includes the Education Protection Account (Prop 30) funds and Educator Effectiveness Funds. As more information arrives regarding the new Local Control Funding formula, the budget will be updated. The changes will be reflected in the 1st Interim Financial Report for periods July 1, 2016 through October 31, 2016. This report will be submitted to the Sacramento City Unified School District and the Sacramento County Office of Education on or before December 15, 2016.

Narrative

Yav Pem Suab Academy's goal for the upcoming school years is to strive for and ensure **90%** of the scholars achieve a **90%** passing rate, **90%** of the time. To do this, the 2016-17 Budget reflects and support the adoption of an instructional plan which focuses on teacher quality. Research indicates that "adequate preparation in pedagogical methods and skills regarding the "how" of teaching is important to keeping teachers in the classrooms." To ensure fulfillment of its vision, Yav Pem Suab Academy will implement a schoolwide plan that continues to improve teaching quality as well as enhance teacher quality.

By June 2017, every classroom teacher will be able to use Madeline Hunter's 8 step lesson plan model to deliver ELD and content subjects common core state standards using multiple intelligences (*MI*) and the body-brain highly effective teaching strategies (*HET*) to enhance scholar learning. This process will be guided by the four key steps collaborative inquiry model: assess, plan, reflect, and act.

To accomplish its goal, the 2016-17 Budget highlights the following actions to be taken:

Teacher Quality

- Use of \$699,204 in Education Protection Account Funds (EPA) to employ 21 full-time California State Credentialed Teachers.
- Provide training to all classroom teachers on the implementation of the "Collaborative Inquiry" process using the Madeline Hunter's 8 step lesson plan model.
- Use of \$27,864 in Educator Effectiveness Grant to provide professional development to teachers for implementation of new ELA/ELD adoption and Math pilot.
- \$8,000 budgeted for Multiple Intelligences Training and Coaching for every teacher

- \$25,000 budgeted for ELD Teacher Training
- \$20,000 budgeted for Teacher Learning Opportunities to visit and observe successful neighboring schools currently implementing the following: 8 step lesson, HET and MI.

Teaching Quality

- \$61,960 budgeted for Being There Experiences to support and enhance instruction.
- Hire three full-time and three part-time Instructional Assistants to provide push-in support, Monday – Thursday for scholars needing foundational skills.
- Continue Friday Intervention to ensure scholars obtain the necessary knowledge and skills to perform at or above grade level.
- Provide Teacher Leadership Opportunities (Teacher Leadership Collective and Head Teacher).
- Continue New Teacher Support through BTSA.
- Purchase of Math, Social Studies, and Science Curriculum.
- \$22,500 budgeted for purchase of additional iPads and laptops to accommodate class size increase.
- New competitive salary schedule for teachers and support staff.
- \$300,000 budgeted for 100% Health Insurance Coverage for Base Plan Enrollments.
- Continuance of Attendance Stipend.
- Implementation of a 403(b) Retirement Option for all staff.
- Provide CPR & First Aid Training to select staff.

Additional Highlights

- Creation of a “Rainy Day” Fund based on 5% of total revenues
- Increase class size to 22 in primary and 24 intermediate
- Renewal and new partnerships for Health Benefits and Risk Management Insurance
- \$2,200 budgeted for steam cleaning of every classroom
- \$12,000 budgeted for materials revision to charter to include middle school component.

2016-17 YPSA Operating Budget
A Living Within Your Means Budget

Summary of Revenue and Expenditures for 2016-17 as of date in header

July 1, 2016 to June 30, 2017

Revenue 2016-17	Unrestricted	Restricted	Total
1. Local Control Funding Formula			4,370,028.10
A. In lieu prop tax	549,959.77		
B. Educational Protection Act (EPA) calculated at 17% of (LCFF amount minus in lieu property tax amount). Quarterly apportionments.	699,204.50		
C. State aid is balance. Regular apportionment schedule.	3,120,863.84		
2. Other State Funding			176,876.14
A. Lottery unrestricted @ \$140/prior year P-Annual of 409 ADA	57,260.00	-	
B. Lottery restricted per Prop 20 @\$41/prior year P-Annual of 409 ADA	-	16,769.00	
C. Mandated block grant @\$14.21/prior year ADA of 409 ADA	5,811.89	-	
D. Possible one-time funds in the form of block grant. Depends on the economy. Based on prior year P-2. Possibly \$214/ ADA. May revision = \$237/ada which is used here with 409 ADA	96,933.00	-	
E. Statewide Student Identifier Maintenance (SSIM/SSID) @ \$.25/prior year ADA of 409 ADA	102.25	-	
F. Prop 39 energy planning and conservation	-	-	
3. Federal Funding			178,259.20
A. Federal Title 1 @ \$386/ADA x 84% of enrollment = students qualifying in prior year Free-Reduced-Meal-Program (FRMP)	-	155,635.20	
B. Federal Title 2	-	2,224.00	
C. Federal Title 3 based on 240 English Learners (ELs). \$85/ADA	-	20,400.00	
	-	-	
4. Other Funding - grants & donations			28,104.00
A. Carry over from 2015-16: One-time Teacher Effectiveness Grant for teacher development \$1,466.53/ certificated staff member reported CALPADS in prior year, 2014-15, and shown in DATAQUEST. 19 staff identified	-	27,864.00	
B. Donations, rebates, returns, refunds	240.00	-	
Total Revenue	4,530,375.24	222,892.20	4,753,267.44
Expenses 2015-16			
1000 Staff Salaries - Certificated	1,478,102.36	-	1,478,102.36
2000 Staff Salaries - Classified	851,374.87	45,200.00	896,574.87
3000 Employee Benefits	604,069.99	10,957.80	615,027.79
4000 Books & Supplies	289,192.82	16,769.00	305,961.82
5000 Services & Operating Expenditures	562,413.92	132,825.00	695,238.92
6000 Capital Improvement	-	-	-
7000 Other Outgo	382,100.28	-	382,100.28
Total Expenses 2015-16	4,167,254.24	205,751.80	4,373,006.04
Balance	363,121.00	17,140.40	380,261.40
From the balance, current year reserve based on 3% of revenue -->			142,598.02
From the balance, current rainy day fund based on 5% of revenue -->			237,663.37
Subtracting the 8% reserve leaves this amount available beyond what is already included in the budget -->			0.00

	M	N	O	P	Q
1		1000 Certificated Staff Salaries 2016-17	Unrestricted	Restricted	Total
2	1101	21 full-time core teacher salaries. <i>Was \$994,464 last year increased by \$56,855.36 (+5.72%)</i>	1,051,319.36		\$ 1,051,319.36
3	1102	Core Day to Day Subs or Year End Attendance Stipends (21 teachers x 10 days x \$140 per day = \$29,400), <i>allocated in 5899 series.</i>	x29400		\$ -
4	1102	Subs/Roving Subs to cover Teacher PD's' and Trainings \$200/day x 30 days, <i>allocated in 5899 series.</i>	x6000		\$ -
5	1102	Subs to cover for BTSA providers to perform classroom observations and feedback. 3 x \$200 x 3 = \$1,800, allocated in 5899 series.	x1800		\$ -
6	1106	BTSA Support Provider Cost @ \$1,800 per probationary teacher x 9 teachers. 9 x 1800 = \$16,200. (2-1st, 1-3rd, 2-4th, 2-5th, 2-6th grade) Support Providers TBD. <i>If using current teachers amount will be allocated to 1106 if using independent contractors amount will be allocated from 5899.</i> <i>Was \$16,200 last year, increased by \$0.00</i>	x16,200		\$ -
7	1106*	Teacher Retention Stipend Part 1 -Teaching Quality Board Approved on March 7, 2016 July stipend for grade level teamwork in preparation for the new school year and open house. (21 teachers x \$2,000 = \$42,000) Paid on 8/5/16.	42,000.00		\$ 42,000.00
8	1106*	Teacher Retention Stipend Part 2 -Teaching Quality Board Approved on March 7, 2016 Core Teacher Retention Stipend prorated for service length or paid on 7/3/17. (21 teachers x \$3,000 = \$63,000)	63,000.00		\$ 63,000.00
9	1106*	Teacher Retention Stipend Part 3 -Teaching Quality Board Approved on March 7, 2016 Referral/Recruitment Stipend for up to 5 successful hires (5 staff x \$500 = \$2,500) or up to \$1,000 in classroom supplies included in 4350.	2,500.00		\$ 2,500.00
10	1106	Stipends Intervention on Friday providing intervention to struggling students. 11 teachers plus 1 head teacher. 4 hrs/day x 20 Fridays x appx \$40/hr. <i>Was \$43,520 last year decreased by \$1,920 (-4.41%)</i>	38,400.00		\$ 38,400.00
11	1106	Stipends Intervention on Friday providing extended learning opportunities through the STEM program. 1 teacher x 4 hrs/day x 20 Fridays x appx \$40/hr. plus instructional kits purchased through stemfinity.com budgeted in 4200 expenses. <i>Included in above line item.</i>	3,200.00		\$ 3,200.00
12	1106	Teacher Leadership Collective Stipends to teachers to study and improve key programs: 2-Moby Max, 1-Assessment, 1- Tutoring/Friday Intervention & Movement. HLD Leadership stipend shown in 2101. 4 teachers x 11 Fridays x 6 hrs/day x \$40/hr = \$9,600. <i>Was \$19,200 last year, decreased by \$6,000 (-31.25%)</i> <i>Includes \$2,640 from 2101, HLD Teacher Leader</i>	10,560.00		\$ 10,560.00
13	1106	Stipends for Home Visits 9 scholars x 21 teachers = 189 x \$30 per visit = \$5,670 9 scholars x 6 enrichment teachers = 4 x \$30 per visit = \$3,240 (All non-proficient scholars identified including HLD & Movement)	8,910.00		\$ 8,910.00

	M	N	O	P	Q
14	1106*	Head Teacher Stipend \$1,200 max for the year To be divided equally among teachers asked to perform this task.	1,200.00		\$ 1,200.00
15	1106*	Master Teacher Stipend as required by SCOE to support SCOE Interns (\$500 per intern, 2 interns for 2016-17 school year) SCOE reimburses at the end of the school year.	x1000		\$ -
16	1311	Principal <i>Was \$102,514.96 last year, increased by 4.39%</i>	107,013.00		\$ 107,013.00
17	1312	Superintendent <i>Was \$126,250.04 last year, increased by 18.81%</i>	150,000.00		\$ 150,000.00
18	Total 1000 Series		1,478,102.36	-	1,478,102.36
21					
22	2000 Classified Staff Salaries 2016-17		Unrestricted Budgeted	Restricted Budgeted	Total Budgeted
23	2101	Three Hmong Language Instructors @ 175 instructional days + 10 PD x 8 hr./days. <i>Was \$101,251.68 last year, increased by \$30,201.92 (+29.83%)</i>	131,453.60		131,453.60
24	2101	Three Movement Teachers for Sports, Dance & Taekwondo @ 175 instructional days + 5 PD days x 8 hr./days. Was <i>\$105,124.94 last year, increased by \$21,076.66 (+20.05%)</i>	126,201.60		126,201.60
25	2101	Teacher Leadership Collective stipends to teacher to study and improve HLD Program. 1 teacher x 11 Fridays x 6 hrs/day x approximately \$40/hr = \$2,640. <i>Was \$19,200 last year, decreased by \$6,000 (-31.25%) Includes \$10,560 from 1106, Core Teacher Leader</i>	2,640.00		2,640.00
26	2102	Stipend Movement/Enrichment teachers for training or meetings @ \$10/hr 10 days x 3 teachers x \$10/hr = \$300	300.00		300.00
27	2102	Stipend HLD teachers for training or meetings @ \$10/hr 10 days x 3 teachers x \$10/hr = \$300	300.00		300.00
28	2103/2105	HLD Subs Needed or Year End Attendance Stipend 3 teachers x 80 hrs x \$15/hr = \$3,600	3,600.00		3,600.00
29	2103/2105	Movement Sub Needs or Year End Attendance Stipend 3 teachers x 80 hrs x \$15/hr = \$3,600	3,600.00		3,600.00
30	2120*	6 Instructional Assistants x 7 hr/days x 175 days/year Monday through Thursday push in tutoring program with aides <i>Was \$41,740.92 last year, increased by \$70,294.08 (+168.41%)</i>	112,035.00		112,035.00
31	2120*	Instructional Assistants Year End Attendance Stipends 6 staff x 24 hrs. x \$14/hr. = \$2,016	2,016.00		2,016.00
32	2120	3 -Classroom Aides to support Kinder (1st mo. of school) \$12.00/hr. x 3 aids x 3 hr/day x16 days. <i>Was \$16,200 last year, increased by \$0.00</i>	1,728.00		1,728.00
33	2221/2222	Plant Manager & Custodian. <i>Was \$66631.04 last year, increased by \$4,636.48 (+6.96%)</i>	71,267.52		71,267.52
34	2221/2222	Custodial Sub Needs or Year End Attendance Stipend 80 hrs. x 2 x \$15 = \$2,400	2,400.00		2,400.00

	M	N	O	P	Q
35	2223	Additional Custodial Help for Intersession Cleaning, 1 person for 19 Days x 8/hr days @ \$12.00 = \$1,824	1,824.00		1,824.00
36	2224	1- License Vocational Nurse in lieu of school nurse <i>Was \$29,851 last year, increased by \$14,149 (+47.4%)</i>		44,000.00	44,000.00
37	2224	Nurse t Sub Needs or Year End Attendance Stipend 80 hrs x \$15/hr = \$1,200 hrs. x \$15/hr.		1,200.00	1,200.00
38	2300	Chief Business Officer aka Back Office Manager. <i>Was \$70,339.63 last year, increased 33%</i>	93,600.00		93,600.00
39	2300*	1- P/T Budget Controller to sign weekly checks and montior cash flow. \$15,000 max "As-Needed"	11,398.36		11,398.36
40	2402-3	2- Substitute clerks to administer CEDLT. \$13.00/hr x 5 hrs/day x 40 days for 220 EL scholar. <i>Was \$2,261.52 last year, increased by \$2,938.48 (+129.93%)</i>	5,200.00		5,200.00
41	2403	2403 Two Front Office Clerks. <i>Was \$55,118.27 last year, increased by \$8,151.65 (+14.79%)</i>	63,269.92		63,269.92
42	2402-1	Long Term Sub for Front Office Clerk (Maternity Leave) \$13.50/hr. x 40/wk x 17/wks = \$9,180	9,180.00		9,180.00
43	2402-1	Front Office clerk subs (Additional support with inventory and data entry in back office + coverage for front office) \$12.5/hr. x 8 hrs x 25	2,500.00		2,500.00
44	2402-2	Back Office clerk subs (Additional support with EL and Report Card data entry for Supt. Data analysis) \$12.5/hr. x 8 hrs x 40	4,000.00		4,000.00
45	2403	Office Clerk Sub Needs or Year End Attendance Stipend 2 x 80hrs.x 15/hr. = \$2,400	2,400.00		2,400.00
46	2404	Administrative Assistant to BOM and Supt. <i>Was \$27,186.20 last year, increased by \$7,618.92 (+28.02%)</i>	34,805.12		34,805.12
47	2404	Admin Assistant Sub Needs or Year End Attendance Stipend 80hrs. X 15/hr. = \$1,200	1,200.00		1,200.00
48	2800	1- P/T ATT Program Mgr. I To assist principal with oversight of ATT program, student performance and data collection. (4 hr/day x 175 days)	\$ 13,114.00		13,114.00
49	2800	2 ATT Staff to provide children care - e.g., for Cultural Competency Parent Workshops (\$12x 2 x 2.5 hrs x16 sessions = \$480.00)	960.00		960.00
50	2801	19-P/T Achievement Through Technology (ATT) & substitutes. <i>Was \$95,252 last year, increase by \$29,471(+30.94%) , includes Program Mgr.above.</i>	111,609.00		111,609.00
51	2803	Stipend for ATT staff for training or meetings @ \$10/hr 10 days x 18 staff x \$10/hr = \$1,800	1,800.00		1,800.00
52	2901	4- P/T Yard Supervisors before school & lunch time & transition time. <i>Was \$28,075.46 last year, increased by \$5649.29 +(20.12%)</i>	33,724.75		33,724.75

	M	N	O	P	Q
53	2902	Stipend for Yard Supervisor for training or meetings @ \$10/hr 14 days x 4 staff x \$10/hr.	560.00		560.00
54	2902	Stipend for 2-Yard Supervisors for afterschool parent meetings and Friday tutoring supervision of scholars @ \$12.00/hour. 2 x \$12/hr x 4 hrs. x 20 Friday = \$ 1,920 2 x \$12/hr. x 2 hrs x 16 sessions = \$768	2,688.00		2,688.00
55	Total 2000 Series		851,374.87	45,200.00	896,574.87
56	896,574.87				-
57					-
58	3000 Benefits 2016-17		Unrestricted	Restricted	Total
59	3101	STRS 12.58% for UCSC's contribution for certificated staff <i>Contribution rate was 10.73% las year, increased by 1.85%</i>	185,945.28	-	185,945.28
60	3301	Medicare 1.45% for certificated staff	21,432.48	-	21,432.48
61	3302	Social Security 6.2% for non-certificated staff	52,785.24	2,802.40	55,587.64
62	3304	Medicare 1.45% for non-certificated staff	12,344.94	655.40	13,000.34
63	3401	Total estimated health benefits for full coverage: medical, dental, vision. Annual Cap \$7,500/full-time employee x 39 full-time employees = \$292,500 unrestricted + \$7,500 restricted = 277,500 total. <i>Was \$270,000 last year, increased by \$30,000 (+11.11%)</i>	292,500.00	7,500.00	300,000.00
64	3401	Adjustment to health benefits reflects employee contribution/share for plans outside of the Base Plan.	-		-
65	3401	Western Health Advantage		-	-
66	3401	CoPower vision		-	-
67	3401	Met Life dental		-	-
68	3401	Kaiser			
69	3504	School Employees Fund (SEF) 0.05% of total salary + \$4,500 for Local Area Charge. Paid quarterly. Paid by ER	5,687.34		5,687.34
70	3600	Workers Comp Republic Indemnity Co. Chapman is the broker.	33,374.71		33,374.71
71	Total 3000 Series		604,069.99	10,957.80	615,027.79

	M	N	O	P	Q
1	4000 Supplies 2016-17		Unrestricted	Restricted	Total
2	4100	Purchase grade level appropriate materials and resources to support instruction. All core general education classrooms will be provided with instructional materials to support core instruction. Was \$61,011 last year	43,505.80	16,769.00	60,000.00
3	4100	McGraw Hill Ready Math adoption for K-6 480 scholars x \$165 = \$72,000	79,200.00	-	79,200.00
4	4200	Friday Extended Learning Opportunities STEM program Kits purchased through stemfinity.com.	6,901.84		6,901.84
5	4200	Purchase copies of 7 Habits of Highly Effective People. Admin to provide training to staff (one habit a month)	324.00		324.00
6	4321	HLD Provide curriculum and instructional support to the HLD program.	5,000.00		5,000.00
7	4323	Movement. Allocate budget to support specialized subjects (Dance, Tae Kwon Do, Music, PE) with curriculum and instruction. Budget is determined by the subject.	5,000.00		5,000.00
8	4330	Office supplies for Front Office @ \$10.42/scholar x 480.	5,000.00		5,000.00
9	4330	Provide monthly awards assemblies to recognize scholar achievement and success. This will also be an opportunity to recognize attendance and award scholars who are consistent in coming to school on time.	3,000.00		3,000.00
10	4330	School Functions and Events Materials, \$500x4 (Black History Month, Hmong Culture Day, Chinese New Year, National Hispanic Day)	2,000.00		2,000.00
11	4340	Office supplies Back Office. Originally part of front office above. \$10.42/scholar x 480	5,000.00		5,000.00
12	4350	Schoolwide Open Supply Closet	40,000.00		40,000.00
13	4360	Medical and Health supplies. \$5/scholar x 420 scholars in K-6.	2,100.00		2,100.00
14	4370	Custodial supplies \$24.00/scholar (\$24x480=\$11,520) Includes money for air filters which may need changing 3 to 4 times per year.	11,520.00		11,520.00
15	4390	Snacks for UCSC Board Meeting. Limit \$80/meeting	960.00		960.00
16	4390	Snacks for Academy Council Meeting. Limit \$80/meeting	880.00		880.00
17	4390	Snacks for staff PD. Limit \$80/meeting	800.00		800.00
18	4410	Future Technology Funds (210 @ 420 / 3 years)	42,000.00		42,000.00
19	4410	Instructional discretionary fund for replacement equipment, furniture, printers, etc.	8,741.18		8,741.18
20	4410	Purchase of additional iPads and laptops to support class size increase of K-3rd @ 22 and 4-6th Grade @24. 18 iPads x \$450 = \$8,100 and 24 laptopx x \$600 = \$14,400	22,500.00		22,500.00
21	4410	Purchase of Surface Pro Tablet for Principal to write up and provide electronic notes, feedback, and follow-up.	3,000.00		3,000.00
22	4700	Snacks for CAASPP Testing, to be ordered from SCUSD Nutrition Svcs. In March.	800.00		800.00
23	4700	Food for Parent Meetings (Cultural Competency). Limit \$60/meeting x 16 sessions = \$960.00	960.00		960.00
24	Total 4000 Series		289,192.82	16,769.00	305,961.82

	M	N	O	P	Q
1		5000 Services 2016-17 Expenses	Unrestricted	Restricted	Total
2		5200 travel and conferences:			
3	5203	HET Summer Institute - YPSA.9 Participants x \$250 = \$2,250 HET will waive 3 registration fees so there will be a total participant of 12.	6,750.00		6,750.00
4	5203	School Services of Calif workshops A) 2016-17 School Finance & Mgmt. Conference \$215 x 2 = \$430 + parking @ \$20 = \$450 B) LCFF Workshop \$205 x 1 attendee = \$205 C) Governors January Budget \$195 x 3 = \$585, + mileage & parking @ \$30 = \$615 D) Governors May Revise \$155 x 3 = \$465 + mileage & parking @ \$30 = \$495	1,765.00		1,765.00
5	5203	5203 Nurse conference/travel-Specific Detail	1,000.00		1,000.00
6	5200/5202	CCSA 24th Annual CA Charter School Conference - Sacramento Convention Center. March 20-23, 2017, Early Bird by August 12, 2016 is \$350. \$350 x 14, plus mileage & parking- \$40 per day for 2 cars (7 teachers-one from each grade level, 1 principal, 1 superintendent, 1 business office manager, 4 board members)	5,060.00		5,060.00
7	5202-1	Provide core teachers needing additional support as recommended by the Principal and based on classroom observation, opportunities to visit other successful classrooms within driving distance. Dr. Hakuta, of Stanford University will be contacted for a list of schools that are highly recognized for the 8 Step Lesson plan and delivery and ELD instruction and implementation. Teachers will gain skills necessary to align instruction using the 8 Step Lesson Plan and ELD Development using the Collaborative Inquiry Model Approach.	20,000.00		20,000.00
8	5202-2	Parking, tolls, and mileage at current IRS rate \$0.54 (Business). Mileage for staff travels to training and conferences, networking events, bank, post office, vendor sites and Business functions.	3,000.00		3,000.00
9	5202-3	Teacher Study Trip Pre-Visit Mileage Reimbursement (Must carpool) Using Google Maps mileage x \$0.54/per mile. (8 potential new trips with estimated 50 miles)	216.00		216.00
10		5300 memberships:			
11	5300	Membership dues CCSA for consultation services @ \$5/student x 420. last six months 2013 and first 6 months 2014.	2,400.00		2,400.00
12	5300	Membership dues CSDC for charter consultation services @ \$3/student	1,440.00		1,440.00
13	5300	EdJoin Membership	650.00		650.00
14	5300	Membership School Services of California	2,760.00		2,760.00
15		5400 insurance:			

	M	N	O	P	Q
16	5400	Alliance Member Services (AMS) serving Nonprofits' Insurance Alliance of California (NIAC). Liability Insurance plus liability for board member and officers; general liability, auto liability, improper sexual conduct, social services, professional; property.	14,000.00		14,000.00
17	5400	Arthur J Gallagher Accident Insurance and directors & officers insurance	6,000.00		6,000.00
18	5500 housekeeping and operations. Pay 89% of the bill due to sharing facility with district programs:				
19	5501	SCUSD utilities: Water & sewage thru City of Sac. Third of month to the third of the next month	26,692.30		26,692.30
20	5502	SCUSD utilities: waste removal Atlas @ \$307.01/month	1,892.54		1,892.54
21	5503	CUSD utilities: natural gas SPURR.	2,628.65		2,628.65
22	5504	SCUSD utilities: Electricity SMUD. Estimated @ \$120/enrollment based on past two years of bills. Fifteen to fifteenth of the month=billing cycle	48,472.98		48,472.98
23	5600 rentals:				
24	5610	Annual Riso Service Agreement	450.00		450.00
25	5616	Renew Moby Max, BrainPop, or other web-based programs or applications to support curriculum, instruction, and learning. \$699 last year.	6,000.00		6,000.00
26	5620	Copier rental from US Bank for Ray Morgan Co. paying for future month. Toner is charged to schoolwide supplies. Pay US Bank Equipment finance	6,900.00		6,900.00
27	5630	Capital Improvements (e.g., replace key lock, make additional keys + add blinds to classrooms)	5,000.00		5,000.00
28	5640	SCUSD services: Rent or Pro Rata Share. 43,767 sq. ft. @\$1.82 based on 2016-17 LOI from District.	79,655.94		79,655.94
29	5800 professional contracts:				
30	5630	Install LCD and other equipment in remaining classrooms. New this year. 16 Rooms remaining @ \$1,200 each = \$19,200	19,200.00		19,200.00
31	5802	Payroll Services Paychex for EIB + Time Clock Platform Strattustime	16,500.00		16,500.00
32	5805	Fiscal auditor about \$17,600. Main audit after June 30. study visit in spring with progress billing of about \$3,000. Final bill in Sept or Oct. for prior year. Tax preparation \$3,000 in Dec/Jan. Gilbert Associates	23,600.00		23,600.00
33	5807	Beneflex POP plan renewal fee. Annual	40.00		40.00
34	5808	Fingerprinting Cost for New Employees (Limit to 5)	320.00		320.00
35	5808	Bank wire transfer fees and other fees - e.g., return checks	100.00		100.00
36	5808	Annual Filing with Sec of State	20.00		20.00
37	5809	403(b) Retirement Plan Annual Plan Administrative Fee @ \$1,000 + annual custodial services @ \$300 plus \$500 for plan initiation through Morgan Stanley.	1,800.00		1,800.00
38	5810	Lawyer Jennifer McQuarrie (10%/10 net) and legal assistance for OCR Report and Response Preparation.	6,000.00		6,000.00

	M	N	O	P	Q
39	5811	Utonomy, Inc. = Michael Welty, CPA fees to help with taxes, closing books and checking procedures @ \$180/hr. x 30 hrs = \$5,400. Plus Bookkeeping support @ \$60/h. 40 hrs. total = \$2,400	7,800.00		7,800.00
40	5812	K12 Health school nurse services. Same amount as last year	12,000.00		12,000.00
41	5813	Late Penalty Fees	50.00		50.00
42	5840	BTSA fee to SCOE for 9 new teachers (Palermi, Toscano, Hayes, Warrick, Xiong, P., Thao, K., 1 vacant in 5th and Peters, and Cherney.)	16,200.00		16,200.00
43	5898	Technical Support for infrastructure support and maintenance. \$72/enrollment x 420 = \$30,240. Optimal Teks mainly?	30,240.00		30,240.00
44	5898	SCUSD Services Assessment Research and Evaluation (ARE) @15.15/enrollment x 480 based on 2016-17 LOI from District	7,272.00		7,272.00
45	5898	SCUSD Services Infinite Campus @12.51/enrollment x 480. Plus Outlook @ \$0.56 x 480 based on 2016-17 LOI from District.	6,273.60		6,273.60
46	5898	Golden State Employer Services HR Services (\$125/hr. x 20hrs.) Teacher Retention, Exit Interviews and HR Improvements	5,000.00		5,000.00
47	5898	SCUSD Security inclues patrol of facility only for \$2,607.13 plus Security monitoring-AstroSonics for \$68.33 per panel	2,675.46		2,675.46
48	5899	1102-Substitutes contracted from SCUSD SubFinder (Staff Attendance Bonus)	39,358.46		39,358.46
49	5899	Cotract Counseling Services through organziation such as Asian Resources	30,000.00		30,000.00
50	5899	CMCS Contract (Middle School Consultant) - Drafting material revision to petition to include 7 & 8th grade component.	12,000.00		12,000.00
51	5899	Teach for America fee for one Corp member: 3 Candidates \$5,000 per TFA teacher.	15,000.00		15,000.00
52	5899	BTSA Support Provider Cost @ \$1,800 per probationary teacher x 9 teachers. 9 x 1800 = \$16,200. (2-1st, 1-3rd, 2-4th, 2-5th, 2-6th grade) Support Providers TBD. If using current teachers amount will be allocated to 1106 if using independent contractors amount will be allocated from 5899. <i>Was \$16,200 last year increaesed by \$0.00</i>	16,200.00		16,200.00
53	5899	5899 NWEA Web Based MAP for Primary & MAP Math, Reading & Language Proration. \$2.00 less than last year.	5,478.00		5,478.00
54	5899	Provide 4 additional professional development on implementation of the Readwng Wonders program and Ready Math Pilot	2,136.00	27,864.00	30,000.00
55	5899	Secure CPR & First Aid Training for Staff (Admin, Office, Nurse, Yard, 1 teacher/grade leve includes Enrichment)	2,000.00		2,000.00
56	5899*	Positive Approaches for Children Training and Coaching for Teachers by Dolores Cook for identified teachers needing classroom management support.	5,000.00		5,000.00
57	5899*	HLD and Movment Program Quality Review & Revision Phase 2	5,000.00		5,000.00
58	5899	Budget \$25,000 for ELD Training , sources to be determined.		25,000.00	25,000.00

	M	N	O	P	Q
59	5899	Consultant for diversity training. Sacramento Independent Learning Center SILC Darryl White. Last year \$16,500. \$6,500 less.		10,000.00	10,000.00
60	5899*	Provide PD on Multiple Intelligences with Thomas Armstrong Day 1: August 19, 2016 @ \$2,500 Day 2: October 19, 2016 @ \$2,500 Day 3: December 2, 2016 @ \$2,500 Day 4: January 19, 2017 @ \$500		8,000.00	8,000.00
61	5899*	SCUSD Carpet Team to steam clean carpets. Cost includes only labor of 3 days work with 3 staff @ 8 hrs/ per day = 72 hrs total x SCUSD hourly rate of \$19.00/hr = \$1,368 plus supplies.	2,200.00		2,200.00
62	5900 communications:				
63	5801*	Print posters and banners to display around school sharing school vision, mission, goals, business cards etc.	500.00		500.00
64	5898	Website Maintenance & Monitoring \$30/enrollment 20x420 = 8,400. Usually Cha Vang does the work	8,400.00		8,400.00
65	5900	Communication: Go Daddy domain or other domain for hosting on wix www.ypsacharter.org and Siteground www.urbanpsc.org paid by credit card.	600.00		600.00
66	5900	Communication: Survey Monkey \$217. Also posting fee on Craig's list for job vacancies.	217.00		217.00
67	5901	Windstream for internet and phone service. PAETEC	45,000.00		45,000.00
68	5901.1	E-Rate Discount	(25,500.00)		(25,500.00)
69	5902	Postage 2,000 x 46¢. Plus Sept \$128 for PO Box 18929. End PO Box and have mail sent to school?	1,000.00		1,000.00
70	5820 study trips:				
71	Kinder Study Trips. Original budget \$3,364.				
72	5820.1	Trip #1 Safetyville on 9/24		200.00	200.00
73	5820.2	Trip #1 Safetyville bus needed. Noted 8/25		455.00	455.00
74	5820.1	Trip #2 Fog Willow (Pumpkins)		434.00	434.00
75	5820.2	Trip #2 Fog Willow Bus		560.00	560.00
76	5820.1	Trip#3 CA State Farm Tour - Cal Expo		600.00	600.00
77	5820.2	Trip#3 CA State Farm Tour - Cal Expo Bus		600.00	600.00
78	5820.1	Trip #4 Nugget Market		-	-
79	5820.2	Trip #4 Nugget Market - bus needed?		360.00	360.00
80	5820.1	Trip #5 Robbie Walters Library no admission charge		-	-
81	5820.2	Trip #5 bus needed?		360.00	360.00
82	5820.1	Trip#6 Being Here Meteorologist Guest Speakers		100.00	100.00
83	5820.1	Trip #6 Parkay Oaks Park next to school. No admission. No bus needed.		-	-
84	\$ 3,669.00		<- Estimated Actual Cost for Kindergarten		
85	1st Grade Study Trips. Original budget \$4,775				

	M	N	O	P	Q
86	5820.1	Trip #1 Stockton Children's Museum admission \$6/person on 1/20/16		480.00	480.00
87	5820.2	Trip #1 Bus to Stockton Children's Museum		1,000.00	1,000.00
88	5820.1	Trip# 2 - Sacramento Railroad Museum			-
89	5820.2	Trip# 2 - Sacramento Railroad Museum Bus		625.00	625.00
90	5820.1	Trip# 3 - Light and Sound Waves Mad Science Being Here		300.00	300.00
91	5820.1	Trip# 4- Nature's Critter (Being Here)		195.00	195.00
92	5820.1	Trip #6 Fire Department comes to visit 9/15/15			-
93	\$ 2,600.00		<- Estimated Actual Cost for 1st grade		
94	2nd Grade Study Trips. Original budget \$7,761.64				
95	5820.1	Trip #1 McFarland Living History Museum admission 8/27/2015		350.00	350.00
96	5820.2	Trip #1 Bus to McFarland Museum in Galt. \$800 was budgeted. Saved 394.46 by going with SCUSD.		500.00	500.00
97	5820.2	Trip #3 Folsom Dam admission free. Bus only		800.00	800.00
98	5820.2	Trip #4 UC Davis Ag program. Bus only		900.00	900.00
99	5820.1	Trip #5 Sacramento Zoo. \$7.50/scholar. Adults \$11.50		1,000.00	1,000.00
100	5820.2	Trip #5 Bus to Sac Zoo		450.00	450.00
101	5820.1	Trip #6 Bishop Hamburger Farm		804.00	804.00
102	5820.2	Trip #6 bus to Bishop Hamberger Farm Wheatland		1,000.00	1,000.00
103	\$ 5,804.00		<- Estimated Actual Cost 2nd grade		
104	3rd Grade Study Trips. Original budget \$14,424				
105	5820.2	Trip #1 3rd State Capitol 8/27/15 Bus Amador check #3161. Last year bus cost \$429 First Student		800.00	800.00
106	5820.1	Trip #2 Academy of Science in San Francisco admission		900.00	900.00
107	5820.2	Trip #2 Academy of Science bus to SF		1,300.00	1,300.00
108	5820.1	Trip #4 Robbie Waters Library no admission, no bus needed. 8/12/15			-
109	5820.2	Trip #5 CA State Indian Museum admission free. Just need bus. Washington USD bus		600.00	600.00
110	5820.2	Trip #6 Sacramento History Museum in Old Sac. Need bus only. Go same day as Indian Museum to save money?			-
111	5820.2	Trip #7 Jelly Belly Factory. Need bus only (SCUSD)		1,000.00	1,000.00
112	\$ 4,600.00		<- Estimated Actual Cost 3rd grade		
113	4th Grade Study Trips. Original budget \$26,491				-
114	5820.1	Trip #5 Monterey Bay Aquarium admission free for school groups		-	-
115	5820.2	Trip #5 Monterey Bay Aquarium bus. All West. Originally 3,079		3,400.00	3,400.00
116	5820.1	Trip #6 Coloma Outdoor Discovery School admission for 3-day program \$200, for 4-day program \$285. Teachers free. Additional chaperones \$75 for 3-day program and \$95 for 4-day program. Shown here 60 scholars and 9 adults other than the 3 teachers for the 3-day program.		5,400.00	5,400.00

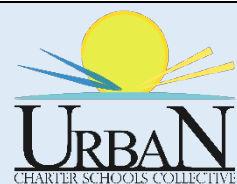
	M	N	O	P	Q
117	5820.2	Trip #6 Coloma Outdoor Discovery School bus via EGUSD bus		2,133.00	2,133.00
118	5820.1	Trip #7 CA State Museum		522.00	522.00
119	5820.2	Trip #7 CA State Museum Bus		800.00	800.00
120	5820.1	New Trip - Davis Explore It - Energy Presentation (Being Here)		302.00	302.00
121	5820.1	New Trip - Sacramento Train Museum - Transcontinental Railroad Program		250.00	250.00
122	5820.2	New Trip - Sacramento Train Museum - Transcontinental Railroad Program Bus		600.00	600.00
123	5820.1	New Trip - History in the Classroom - Nisenan Sacramento Region Indians		250.00	250.00
124	\$ 13,657.00		<- Estimated Actual Cost 4th grade		
125	5th Grade Study Trips. Original budget \$18,501.25				-
126	5820.1	Trip #1 Exploratorium in San Francisco admission. Apply for free admission as a Title 1 school. Apply on line. Make reservation on line. First come, first serve basis.		-	-
127	5820.2	Trip #1 Exploratorium bus to SF. Universal Limo		2,520.00	2,520.00
128	5820.1	Trip #2 Sacramento Splash admission		140.00	140.00
129	5820.2	Trip #2 Sacramento Splash bus		1,000.00	1,000.00
130	5820.1	Trip #11 on site: Walk Through the American Revolution. Presented by California Weekly Reporter. \$295 Oct to Dec. \$320 Jan to June. \$265 fall pre-sale. Plus \$130 daily travel fee to Sacramento. Each presentation 2.5 hours long and limited to 36 scholars. 2 assemblies.		770.00	770.00
131	5820.1	Trip #12 Civil War Re-enachment Gibson Ranch in Spring 2016. Admission \$7.00. Show here 75 scholars and chaperones.		525.00	525.00
132	5820.2	Trip #12 Civil War Re-enachment bus to Gibson Ranch		900.00	900.00
133	5820.1	Trip #14 On site: Great Water Mystery on 9/17 and Salmon Tour on site 9/17/2015		600.00	600.00
134	6,455.00		<- Estimated Actual Cost 5th grade		
135	6th Grade Study Trips. Original budget \$25042				-
136		Trip #1 Rosicrucian Museum San Jose Admission Oct 1 10:30 and 11:00 AM		900.00	900.00
137		Trip #1 Bus to Rosicrucian in San Jose. All West. Originally \$2,300 budgeted		2,500.00	2,500.00
138		Trip #3 Calif Weekly Explorer Walk Through Ancient Civilizations on site experience 10/15/15. No bus needed.		684.00	684.00
139		Trip #4 Ancient India and China. On site performance. No bus needed.		600.00	600.00
140		Trip #5 Sac State free admission. Just need bus		800.00	800.00
141		Trip #6 i-Fly in Roseville. Admission \$39.95/participant plus 3% city flight tax		2,592.00	2,592.00
142		Trip #6 i-Fly bus		2,000.00	2,000.00
143		Trip #7 Alliance Redwoods admission. May 11 to 13, 2015		11,100.00	11,100.00
144		Trip #7 Alliance Redwoods bus to 6250 Bohemian Hwy, Occidental, CA 95465		4,000.00	4,000.00
145	25,176.00		<- Estimated Actual Cost 6th grade		
146	Study Trip total. Was \$102,920 last year-->		-	61,961.00	61,961.00

	M	N	O	P	Q
147		-	-	61,961.00 <- check sum = 0	-
148		695,238.92	<- Total Current Year 5000 Series -> 695,238.92		
149			<- Total Current Year 5000 Series ->		
150			Unrestricted	Restricted	Total
151			562,413.92	132,825.00	695,238.92

DRAFT

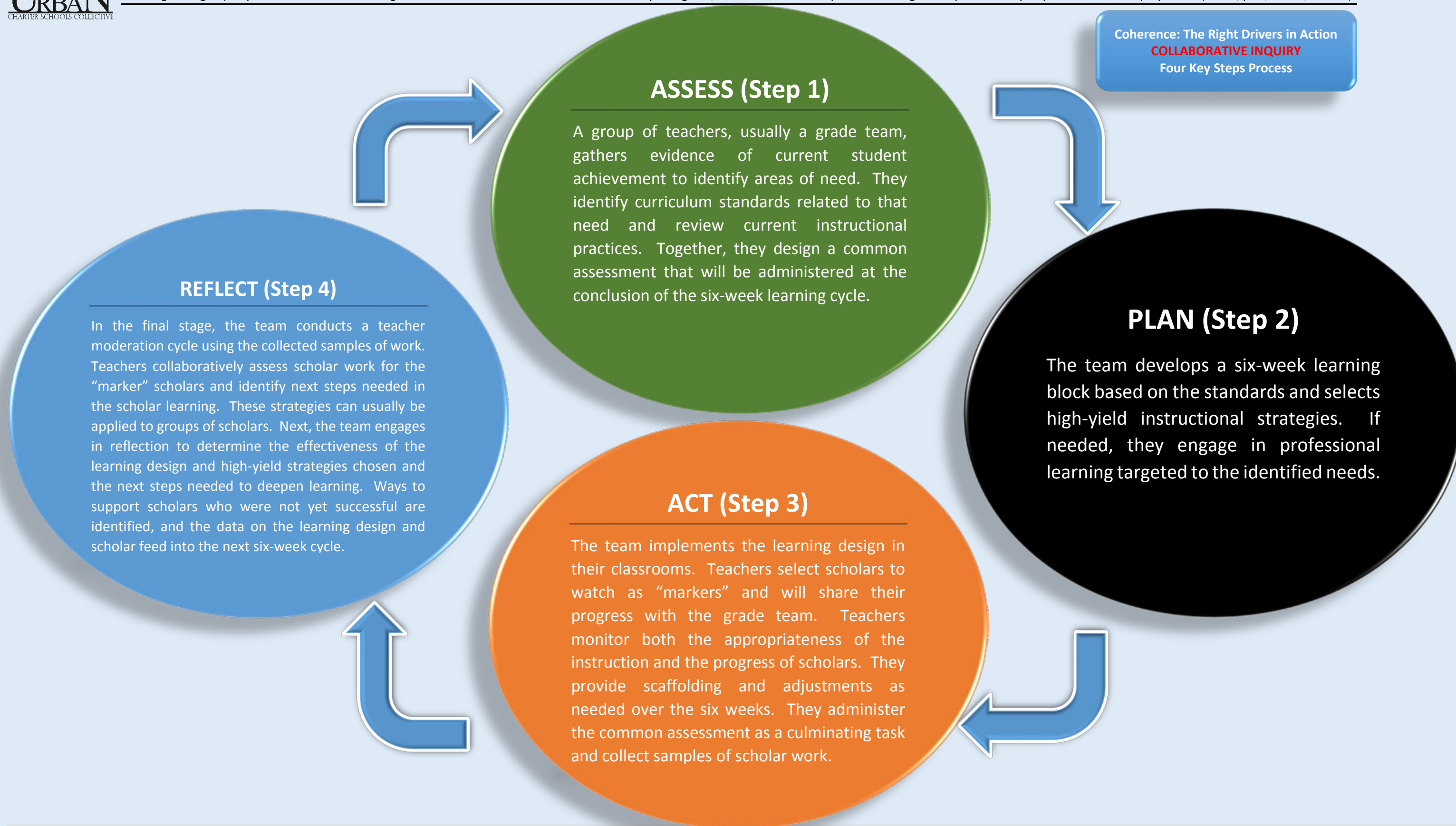
	M	N	O	P	Q
1	7000 Other Outgo 2016-17		Unrestricted	Restricted	Total
2	7010	SCUSD services: Oversight 1% of LCFF	43,700.28		43,700.28
3	7020	SCUSD services: Special Ed encroachment. 2016-17 LOI estimation: \$705/enrollment. Paid quarterly.	338,400.00		338,400.00
4	Total		382,100.28	-	382,100.28

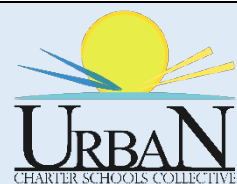
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URBAN CHARTER SCHOOLS COLLECTIVE/YPSA 2016-2017 INSTRUCTIONAL AND DELIVERY PLAN

Goal: By June 2017, every classroom teacher will be able to use the Madeline Hunter's 8 step lesson plan to deliver ELD and content subjects common core state standards using multiple intelligences (**MI**) and the body-brain highly effective teaching strategies (**HET**) to enhance scholar learning so that **90%** of the scholars will achieve at a **90%** passing rate, **90%** of the time. This process will be guided by the four key steps collaborative inquiry model (assess, plan, reflect, and act).



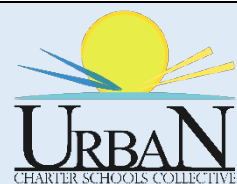


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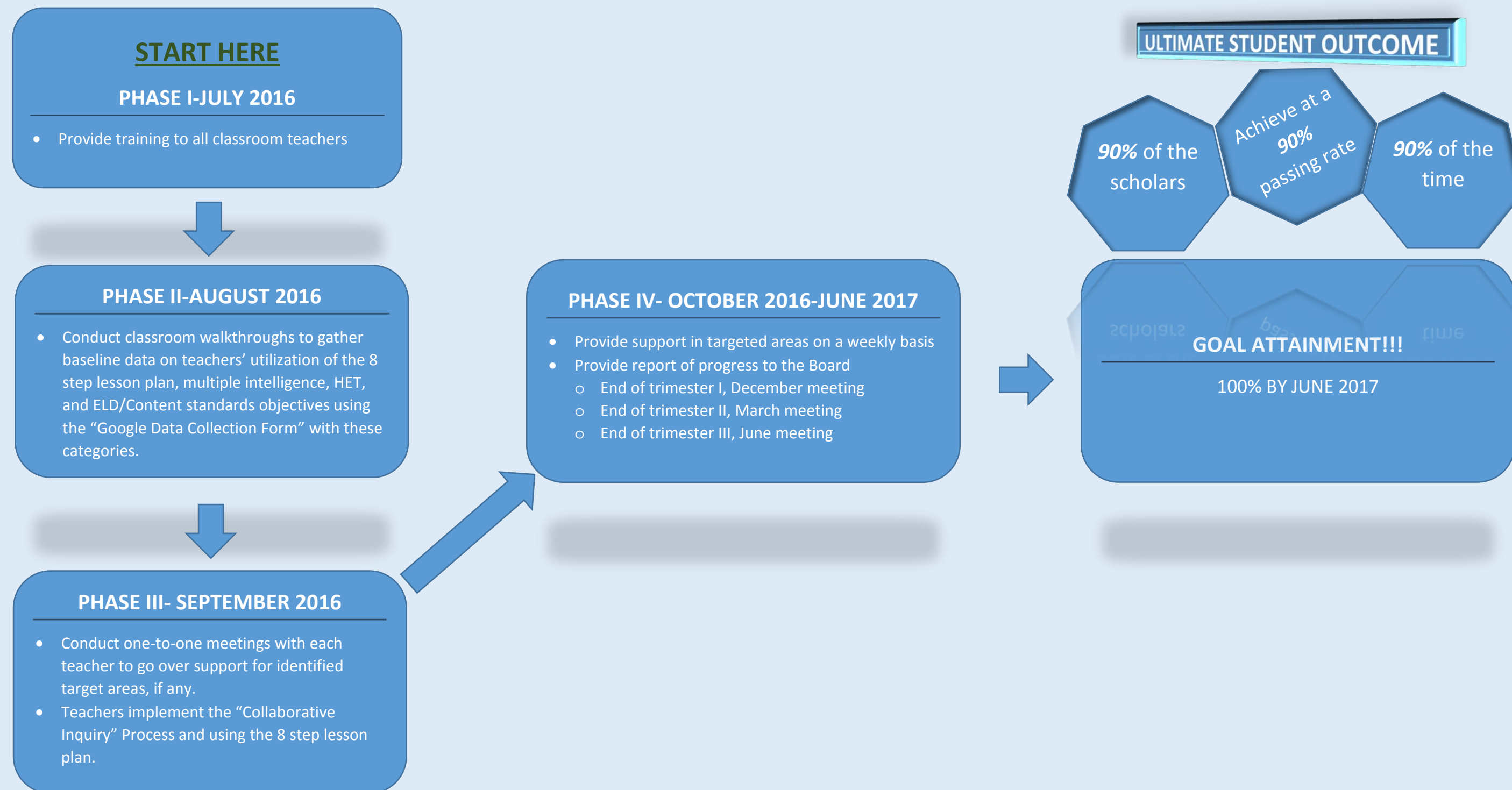
ELD and content subjects/common core state standards, wrapped around by multiple intelligence (MI) and highly effective teaching strategies (HET) within a Madeleine Hunters’ 8 step lesson planning

STEP	8 STEP LESSON PLAN	BODY-BRAIN: HIGHLY EFFECTIVE TEACHING STRATEGIES	MULTIPLE INTELLIGENCE	RESOURCES NEEDED
1	ANTICIPATORY SET <i>What are you going to do to get the scholars involved in the class and to introduce what you are going to do in this lesson?</i> •	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. 2. 3. 4.
2	OBJECTIVE/PURPOSE <i>What do you want your students to be able to do after this lesson?</i> • Subject Content (ELA/Math/Science Etc.) Objective: • ELD Objective:	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. 2. 3. 4.
3	INPUT <i>This is where you explain how you are going to teach the class to do the skills listed in the Objective portion of the lesson plan.</i> • • • • • •	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. 2. 3. 4.
4	MODELING <i>Demonstrate on concrete examples how you would carry out what you’ve shown them in the input portion of the lesson.</i> • •	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. 2. 3. 4.
5	CHECK FOR UNDERSTANDING <i>How do you know that the scholars have understood the lesson so far?</i> • •	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. 2. 3. 4.
6	GUIDED PRACTICE <i>How can they practice under your supervision?</i> • • • •	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. 2. 3. 4.
7	HOMEWORK/INDEPENDENT PRACTICE <i>How can they practice alone?</i> • • • •	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. 2. 3. 4.
8	CLOSURE <i>Review the lesson objective and close the lesson.</i> • • • •	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. Choose an item. 2. Choose an item. 3. Choose an item. 4. Choose an item.	1. 2. 3. 4.



URBAN CHARTER SCHOOLS COLLECTIVE/YPSA 2016-2017 INSTRUCTIONAL AND DELIVERY PLAN

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Instructional Assistant Job Description

Non-Exempt, 11 Months
Calendar H, Range# 109

BASIC FUNCTION

Under the direction of the assigned supervisor, assist a certificated teacher in reinforcing instruction to individual or small groups of students in a classroom or other learning environment; assist in the preparation of instructional materials and provide routine clerical support as assigned.

DUTIES AND RESPONSIBILITIES *(May include, but are not limited to the following)*

- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher.
- Monitor and oversee student drills, practices remedial exercises and assignments in various subjects.
- Provide individual assistance to students as directed; explain errors and answer questions; assist students with a variety of instructional games and activities.
- Confer with teachers concerning programs and materials to meet individual student needs; utilize appropriate methods of instruction to achieve goals and objectives for students.
- Assist with monitoring behavior of students in the classroom and during outdoor activities including emergency drills according to approved procedures.
- Report progress regarding student performance and behavior as required.
- Perform a variety of clerical duties such as preparing instructional materials, duplicating and distributing materials and maintaining various records and files.
- Organize materials to assist student learning.
- Operate a variety of classroom and office equipment including a computer and copy machine.
- Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude and general guidance.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic subjects taught in District schools, including mathematics, grammar, spelling, language and reading.
2. Basic child guidance principles and practices.
3. Safe practices in classroom and playground activities
4. Correct English usage, grammar, spelling, handwriting, punctuation and vocabulary.
5. Classroom procedures and appropriate student conduct.
6. Operation of standard office and classroom equipment.
7. Oral and written communication skills
8. Interpersonal skills using, tact, patience and courtesy.
9. Basic record keeping techniques.

Ability to:

1. Assist with instruction and related activities in a classroom or assigned learning environment.
2. Reinforce instruction to individual or small groups of students and children as directed by the teacher.
3. Learn and apply appropriate methods, procedures and limitations in the assigned instructional environment.
4. Understand and follow oral and written directions.
5. Conform to and support the assigned teacher's style of classroom management.
6. Establish and maintain cooperative and effective working relationships with others.
7. Communicate effectively both orally and in writing.
8. Monitor, observe and report student behavior and progress according to approved policies and procedures.
9. Learn, explain and apply applicable rules, regulations, policies and procedures.
10. Organize instructional materials.
11. Operate standard office and classroom equipment.
12. Adapt to individual needs of teachers and students and work with interruption.
13. Work independently make minor decisions within the framework of established guidelines.
14. Read and understand instruction.
15. Maintain a clean, safe and orderly classroom learning environment.
16. Perform clerical duties related to classroom activities.
17. Maintain routine records.
18. Maintain consistent, punctual and regular attendance.
19. Sit or stand for extended periods of time.
20. Bend at the waist, kneel or crouch to assist students.
21. See to read a variety of materials and monitor student activities.
22. Hear and speak to exchange information.
23. Reach overhead, above the shoulders and horizontally.

MINIMUM REQUIREMENTS

1. Any combination equivalent to graduation from high school and completion of twelve (12) or more semester units in an institution of higher education.
2. Previous experience working with individuals or students in an organized setting.
3. Reliable means of transportation.
4. Basic first aid and CPR certification preferred but not required.
5. Successful clearance of both a DOJ and FBI background check.
6. Provide evidence of most recent TB clearance (within 1 year) upon hire.

WORKING ENVIRONMENT

Environment with constant interruptions. Classroom and playground environment.

PHYSICAL ABILITIES

Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near vision to writ and read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to move about campus, to tutor, assist with presentations and to reach work materials. Requires the ability to use

manual and finger dexterity to type, to point out important words/figures to students, and to operate personal computers and electronic devices. Requires the ability to lift, carry, push, and move supplies, fixtures of medium weight (under 50 lbs.).

ACKNOWLEDGMENTS

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand that the UCSC retains the right to change this position guide at any time. I also understand that this job description does not represent a contract for work.

I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here:

(If none, so state):

I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers or the students.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the UCSC is “at will”, for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

Employee signature

Date

Supervisor signature

Date



Health Services Specialist-LVN

Job Description

Non-Exempt, 11 Months
Calendar B-3, Range# 117

BASIC FUNCTION

Under supervision of the Principal, and direction from a Credentialed School Nurse (CSN) from **K12 Health**, the Licensed Vocational Nurse (LVN) is responsible for assisting with the planning, implementation, and evaluation of: health services and health education, and school safety activities.

DUTIES AND RESPONSIBILITIES: (Responsibilities will include, but not be limited to the following. Please see Attachment D at the end of this announcement for a full list of Division of Duties.)

Health services & health education

- Supports **K12Health**, the organization contracted by UCSC to conduct mandated vision and hearing screening. Makes referrals and follows-up as necessary.
- Assures adequate immunization status of students
- Performs other health related duties as required.
- Contact parents and emergency assistance agencies in the case of serious illness or injury when necessary.
- Communicates with principal and teachers regarding student health conditions that may require special consideration or arrangements while engaged in school-related activities.
- Participates in planning proper emergency care and first aid for sudden illness or accident, and gives general assistance when available.
- Keeps accurate records and makes available information appropriate for inclusion in the cumulative records of the pupils. Executes and prepares such forms, records, and reports as may be called for in the management of the school health program at the school level.
- Provides health education to students, parents, and staff.

School Safety

- Lead the development of the Injury and Illness Prevention Program to ensure OSHA compliance and improve safety and health.
- Conduct and document all mandated safety drills.
- Interpret, provide, and clarify specialized information regarding school safety policies, procedures, and regulations.
- Obtain and communicate current safety related information to staff, students, and families as appropriate, and coordinate activities to resolve safety problems.
- Compile background information in order to complete incident reports for students, staff, and visitors.
- Report safety hazards to appropriate parties.
- Chair school safety committee.
- Collaborate with local public safety entities.

Other

- Serves, as requested, on school and community committees and project teams.
- Attends and participates in required in-service training activities, and works with the Principal in planning her/his own professional development.
- Attends meetings called by the principal or other administrator authorized to call meetings.

- Do fair share among non-yard duty staff of supporting the school with supervision of students before school, at lunch, and after school as needed.

QUALIFICATIONS

Education: High School diploma with specialized training in health maintenance procedures and at least two years of experience/training in custodial health care procedures or LVN graduate from an accredited institute.

Licensure: Current California LVN license, First Aid and CPR Certification

Experience: Knowledge of clinical skills in community health setting strongly preferred. One year of experience in acute care is preferred but not required.

Knowledge of:

1. Health and safety maintenance procedures commonly used.
2. Ability to recognize emergency situations and act appropriately.
3. Basic knowledge of community-based social services and referral processes.
4. Sufficient human relations skills to exercise patience in communications.
5. Conduct in-service training on common health topics.
6. Proper documentation requirements, and interaction in informal settings with students, parents, and educators.

Ability to:

1. Perform the basic functions of the position.
2. Work independently with little direction to meet schedules and timelines.
3. Learn, interpret and apply policies, rules and regulations, and operational procedures.
4. Identify medical devices, personal symptoms and responses, and medications.
5. Plan, schedule and perform a wide variety of administrative functions, duties and activities.
6. Prepare and process confidential materials.
7. Assemble data and prepare clear and concise reports.
8. Take minutes of meetings and prepare report summaries.
9. Effectively and efficiently operate computers and utilize application software.
10. Establish and maintain cooperative and effective working relationship with others.
11. Provide work direction and guidance to others.
12. Manage a variety of projects simultaneously.
13. Meeting district standards of professional conduct as outline in Employee Handbook.

PHYSICAL ABILITIES

Must be able to function effectively indoors in a classroom, school health office or playground environment engaged in work of primarily a moderately active nature. Require ambulatory ability to walk and stand for intermittent periods of time. Requires hand-eye coordination and manipulative skills to perform transcription and data entry using a computer. Requires visual acuity to read words and numbers and observe student patient behavior. Requires auditory ability to carry on conversations in person and over the phone.

ACKNOWLEDGMENTS

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand that the UCSC retains the right to change this position guide at any time. I also understand that this job description does not represent a contract for work.

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(If none, so state):

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Employee signature

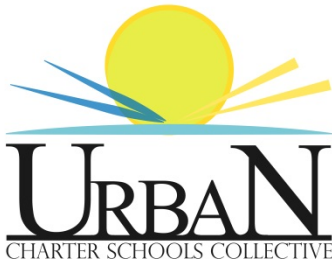
Date

Supervisor signature

Date

Division of Responsibilities: ATTACHMENT A

Licensed Vocational Nurse	K12 Health	SCUSD Nurse Per Special Education MOU	Principal
<ul style="list-style-type: none"> - Health history & assessment: Collect data/health history for IEP/504/SST/RTI - Screenings: follow-ups - Clinical care - First aid - CHDP (Child Health and Disability Prevention) Exam, Oral Health Assessment & reporting - Clerical work related to health-medication forms, immunization surveillance, data entry into Zangle, etc. - Ordering supplies -Some health education- hand washing, hygiene, etc. (not sex ed) under the direction and supervision of credentialed SN -Lead school safety initiatives 	<p>Serve as YPSA Charter Health Program Manager/Director of Nursing</p> <p>Health history & assessment: Review, interpret, and make recommendations for 504/SST/RTI</p> <ul style="list-style-type: none"> - Screenings: Conduct vision screening in K or 1st, 3rd, 6th and hearing screening in 2nd, 5th. - 504 plans and meetings (To participate <u>and</u> be nurse of record) - Develop 504 process - Review current health related policies and procedures; update as needed - Supervise and train staff to administer medications; provide oversight of medication administration - Train staff on specialized health care procedures; train staff on health conditions such as asthma, diabetes, and anaphylaxis. - Identify special considerations or arrangements for the student while engaged in school-related activities. (see care plan development) - Develop emergency health plans for students with special health-care needs and communicate the plan with the proper people. (see care plan development) - Available for consultation via phone or computer. - Writing Individualized Health Care Plans (e.g. asthma, epi-pen, diabetes) - Supervise and monitor specialized health care procedures - Child abuse reporting & training - Communicable disease training – e.g., pandemic flu preparedness - Blood borne pathogen training for staff <p>Human Growth & Development classes (puberty education) for 5th grade students if requested.</p> <p>Serve as a resource for LVN Collaborate w/ LVN re: health education, health office guidelines, policies & procedures; 1st aide, communicable disease (i.e., strep throat, rash, ringworm, head lice, etc....)</p> <p>Serve as chronic illness resource – i.e., oversee the care management of students with diabetes, asthma, anaphylaxis, seizures, etc....provide direction to LVN</p>	<ul style="list-style-type: none"> - Conduct health assessments for initial and triennial IEPs. <p>Prepare IEP Health Assessment Report; attend IEP meeting when appropriate.</p> <p>Serve as the nurse of record.</p>	<ul style="list-style-type: none"> - Coordinate and facilitate SST and 504 meetings. - Coordinate communications between the school and SELPA regarding Special Education services.



Office Clerk - Attendance

Job Description

Non-Exempt, 12 Months
Calendar F, Range# 110

BASIC FUNCTION

Under the direction of the assigned supervisor, perform a variety of clerical duties pertaining to student enrollment, attendance accounting and record management; maintain accurate and current student attendance records, permanent records, and cumulative folders; process and verify excused and unexcused absences, update attendance information; prepare and submit reports for local, county, state and other ADA purposes; perform a variety of clerical related tasks regarding pupil enrollment and attendance reports; relieve the supervisor of administrative and clerical detail; serve as a liaison between administrators, faculty, staff, students, parents and the public; plan, organize and coordinate office activities and communications.

DUTIES AND RESPONSIBILITIES *(May include, but are not limited to the following)*

- Perform clerical activities and functions related to student enrollment and attendance, requiring a familiarity with policies and regulations.
- Collect, compile, compute and verify pupil daily attendance reports utilizing a computerized student information system.
- Post pupil absences and clear absences by reviewing parental notes and/or telephone contacts.
- Record late arrivals, early dismissal, behavioral and suspension data into student information database.
- Prepare daily and monthly summary reports regarding student attendance and enrollment data.
- Prepare daily and monthly summary reports regarding staff attendance, sick balances and substitute usage.
- Assist in the preparation and distribution of correspondence regarding excessive pupil absences.
- Prepare data for input into computerized record management, storage, and retrieval system; utilize queries and reports.
- Process student transfers; receive and review transcripts for compliance with district policies; forward transcripts to other institutions as appropriate.
- Receive and answer inquiries regarding student attendance and permanent records; communicate with students, parents, faculty, administrators, and authorities regarding attendance, discipline, truancy, suspension, and permanent student records.
- Receive and initiate a variety of telephone and personal contacts with District personnel and parents regarding enrollment and attendance related matters.
- Assist in the preparation of documents and records for archive storage.
- Assist administrators in identifying and resolving problems of students with frequent absenteeism; type a variety of correspondence and reports related to student attendance.
- Coordinate school's substitute needs; maintain staff time sheets and attendance records.

- Research and compile information and compute statistical data for federal, state, county, and district reports and special projects as assigned.
- Perform a variety of clerical duties including typing, filing and maintaining school records.
- Prepare and maintain a variety of records related to assigned activities; maintain staff time records; prepare staff attendance reports.
- Prepare and maintain a variety of records, logs, and files, including information of confidential nature; maintain confidentiality of information and records.
- Answer telephones and greet visitors; provide student attendance information to staff, parents and outside agencies as requested; respond to complex or difficult questions.
- Participate in various school office functions such as student registration, withdrawal, enrollment, lottery and assemblies.
- Open, sort, read and route mail; independently compose replies; process administrative details not requiring immediate attention of the administrator.
- Operate a computer and related software, database, website to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment; lift and move objects.

QUALIFICATIONS

Knowledge of:

1. Operations, principles, practices, procedures, rules and methods of the school and UCSC.
2. Prepare clear and concise reports
3. Understand, apply and clearly communicate legal mandates, policies, and regulations pertaining to attendance related matters.
4. Work with discretion and in confidence with student information.
5. Operation of a computer and related software, and standard office equipment.
6. Correct English usage, grammar, spelling, punctuation, and vocabulary.
7. Oral and written English communication skills.
8. Interpersonal skills using tact, patience, and courtesy.
9. Basic research methods.
10. CA Education Code and District attendance policies.
11. Operational procedures and policies, rules, regulations and legal provisions pertaining to student enrollment and attendance matters.
12. Modern office practices, procedures and equipment.
13. Telephone techniques and etiquette.
14. Basic first aid.

Ability to:

1. Report to work and perform basic function of the position.
2. Perform a variety of duties related to attendance accounting and record-keeping.
3. Learn, interpret and apply policies, rules and regulations, and operational procedures.
4. Process and verify student absence information from parents, teachers and others.
5. Prepare and process confidential materials.
6. Assemble data and prepare clear and concise reports.
7. Meet schedules and time lines.
8. Complete work with many interruptions.
9. Take minutes of meetings and prepare report summaries.
10. Effectively and efficiently operate computers and utilize application software.

11. Establish and maintain cooperative and effective working relationship with others.
12. Provide work direction and guidance to others.
13. Manage a variety of projects simultaneously.
14. Meet district standards of professional conduct as outline in Employee Handbook.

MINIMUM REQUIREMENTS

1. Any combination equivalent to graduation from high school and two years of clerical or secretarial experience involving frequent public contact, and preferably but not required one year in an educational environment.
2. Reliable means of transportation.
3. Basic first aid and CPR certification preferred but not required.
4. Successful clearance of both a DOJ and FBI background check.
5. Provide evidence of most recent TB clearance (within 1 year) upon hire.

WORKING ENVIRONMENT

Office environment with constant interruptions. Sit for extended periods, dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the phone; see to read documents related to assigned activities and view a computer monitor; packaging and lifting objects.

PHYSICAL ABILITIES

Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near vision to write and read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about campus locations and to reach work materials. Requires the ability to use manual and finger dexterity to type, operate a mouse and/or other microcomputer equipment.

ACKNOWLEDGMENTS

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I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here:

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I certify that I am fully capable of completing all of the responsibilities documented herein and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers or the students.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the UCSC is “at will”, for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

Employee signature

Date

Supervisor signature

Date



Administrative Clerk - Senior

Job Description

Non-Exempt, 12 Months
Calendar F, Range# 110

BASIC FUNCTION

Under the direction of the assigned supervisor, perform a wide variety of technical and complex clerical functions including typing, data entry and other general office duties. Perform clerical duties related to the purchasing of supplies, equipment and materials for the school, type a variety of materials such as purchase orders, correspondence, memoranda and reports; relieve the supervisor of administrative and clerical detail; serve as a liaison between administrators, faculty, staff, students, parents and the public; plan, organize and coordinate office activities and communications.

DUTIES AND RESPONSIBILITIES *(May include, but are not limited to the following)*

- Perform a variety of clerical duties related to the purchasing of supplies, equipment and materials; type a variety of materials such as purchase orders, correspondence, memoranda and reports; duplicate, distribute and file purchase orders and quotations.
- Research and obtain price quotations of supplies, materials, equipment, and travel expenses; locate sources of supply and place order as appropriate.
- Receive and process authorized purchase requisitions for materials, equipment and supplies; inspect orders for accuracy and completeness regarding correct cost calculations and budget approval; distribute and maintain accurate transaction reports.
- Receive process and secure administrative, staff and school trip travel needs according to established procedures.
- Prepare and maintain a variety records and files related to the school purchasing function including vendor files, inventory, purchase orders and requisitions.
- Communicate with other departments, vendors and staff to exchange information and coordinate activities; follow up with departments to verify information and receipt of orders according to established procedures.
- Receive requests for repairs of copiers and related equipment and coordinate technical support.
- Maintain appropriate levels of regular stock items; replenish stock items
- Communicate with vendors and district personnel; resolve discrepancies, correct errors, and clarify issues related to purchases including equipment; prepare periodic and special reports as needed.
- Develop and maintain a variety of logs, files, records relating to requisitions, inventory, vendors, and other purchasing-related issues.
- Interpret and apply rules and regulations as appropriate; establish and manage priorities, processes and procedures; work independently; maintain deadlines; manage multiple projects, and travel to meetings, workshops and post office.
- Schedule meetings, conferences, and appointments; maintain calendar; arrange travel accommodations.

- Coordinate, compile, and prepare agenda items; type a variety of materials independently or from oral or written instructions.
- Arrange and attend meetings, prepare minutes and summaries of action taken; maintain confidential records and files.
- Maintaining of school communications such as flyers, brochures and website maintenance.
- Prepare and maintain a variety of records related to assigned activities; maintain staff time records; establish and maintain filing system.
- Research and compile information and compute statistical data for federal, state, county, and district reports and special projects as assigned.
- Research and assist with the compilation of budget data; coordinate the collection and preparation of departmental budget expenditures; maintain financial records of a variety of program; monitor account balances, and record expenditures; occasionally make bank deposits.
- Prepare and maintain a variety of records, logs, and files, including information of confidential nature; maintain confidentiality of information and records.
- Open, sort, read and route mail; independently compose replies; process administrative details not requiring immediate attention of the administrator.
- Operate a computer and related software, database, website to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment; lift and move objects.

QUALIFICATIONS

Knowledge of:

1. Operations, principles, practices, procedures, rules and methods of the school and UCSC.
2. Operation of a computer and related software, and standard office equipment.
3. Correct English usage, grammar, spelling, punctuation, and vocabulary.
4. Oral and written English communication skills.
5. Interpersonal skills using tact, patience, and courtesy.
6. Basic research methods.

Ability to:

1. Report to work and perform basic function of the position.
2. Plan, schedule and perform a wide variety of clerical functions, duties and activities.
3. Learn, interpret and apply policies, rules and regulations, and operational procedures.
4. Receive and process requisitions and travel arrangements.
5. Prepare and process confidential materials.
6. Assemble data and prepare clear and concise reports.
7. Take minutes of meetings and prepare report summaries.
8. Effectively and efficiently operate computers and utilize application software.
9. Establish and maintain cooperative and effective working relationship with others.
10. Manage a variety of projects simultaneously.
11. Meet district standards of professional conduct as outline in Employee Handbook.

MINIMUM REQUIREMENTS

1. Any combination equivalent to graduation from high school and two years of clerical or secretarial experience involving frequent public contact, and preferably but not required one year in an educational environment.

2. Reliable means of transportation.
3. Basic first aid and CPR certification preferred but not required.
4. Successful clearance of both a DOJ and FBI background check.
5. Provide evidence of most recent TB clearance (within 1 year) upon hire.

WORKING ENVIRONMENT

Office environment with constant interruptions. Sit for extended periods, dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the phone; see to read documents related to assigned activities and view a computer monitor; packaging and lifting objects.

PHYSICAL ABILITIES

Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near vision to write and read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about campus locations and to reach work materials. Requires the ability to use manual and finger dexterity to type, operate a mouse and/or other microcomputer equipment.

ACKNOWLEDGMENTS

I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand that the UCSC retains the right to change this position guide at any time. I also understand that this job description does not represent a contract for work.

I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here:

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Employee signature

Date

Supervisor signature

Date



Administrative Secretary

Job Description

Non-Exempt, 12 Months
Calendar F, Range# 114

BASIC FUNCTION

Under the direction of the assigned administrator, perform complex and highly specialized secretarial and administrative support duties; relieve the supervisor of administrative and clerical detail; serve as a liaison between administrators, faculty, staff, students, parents and the public; plan, organize and coordinate office activities and communications.

DUTIES AND RESPONSIBILITIES *(May include, but are not limited to the following)*

- Coordinate communications between administrator and District personnel, parents, students, educational institutions, vendors, other outside organizations and the public.
- Interpret and apply rules and regulations as appropriate; establish and manage priorities, processes and procedures; work independently; maintain deadlines; manage multiple projects, and travel to meetings, workshops and mailbox.
- Independently respond to request for information from staff and the general public regarding programs, policies, procedures, and regulations, or refer them to the appropriate department.
- Research, review, correct, and compile a variety of information; verify data for accuracy, completeness, and compliance with established procedures.
- Schedule meetings, conferences, and appointments; maintain calendar; arrange travel accommodations.
- Coordinate, compile, and prepare Board agenda items; type a variety of materials independently or from oral or written instructions.
- Prepare vacancy requisitions; post positions; retrieve candidate applications; prepare interview packets; review employee files for accuracy and completeness; process health benefit enrollment and COBRA enrollment; update employee status.
- Prepare and maintain a variety of records related to assigned activities; maintain staff time records; submit payroll; process payroll deductions as needed; prepare staff attendance reports, establish and maintain filing system.
- Research and compile information and compute statistical data for federal, state, county, and district reports and special projects as assigned.
- Prepare purchase requisitions and return authorizations for the purchase of supplies and equipment according to established procedures.
- Research and assist with the compilation of budget data; coordinate the collection and preparation of departmental budget expenditures; maintain financial records of a variety of program; monitor account balances, and record expenditures; occasionally make bank deposits.
- Attend meetings, and prepare minutes and summaries of action taken; maintain confidential records and files.
- Prepare and maintain a variety of records, logs, and files, including information of confidential nature; maintain confidentiality of information and records.
- Open, sort, read and route mail; independently compose replies; process administrative details not requiring immediate attention of the administrator.

- Operate a computer and related software, database, website to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment; lift and move objects.

QUALIFICATIONS

Knowledge of:

1. Operations, principles, practices, procedures, rules and methods of the school and UCSC.
2. Record-keeping techniques.
3. Operation of a computer and related software, and standard office equipment.
4. Correct English usage, grammar, spelling, punctuation, and vocabulary.
5. Oral and written English communication skills.
6. Interpersonal skills using tact, patience, and courtesy.

Ability to:

1. Perform the basic functions of the position.
2. Work independently with little direction to meet schedules and timelines.
3. Learn, interpret and apply policies, rules and regulations, and operational procedures.
4. Plan, schedule and perform a wide variety of administrative functions, duties and activities.
5. Prepare and process confidential materials.
6. Assemble data and prepare clear and concise reports.
7. Take minutes of meetings and prepare report summaries.
8. Effectively and efficiently operate computers and utilize application software.
9. Establish and maintain cooperative and effective working relationship with others.
10. Provide work direction and guidance to others.
11. Manage a variety of projects simultaneously.
12. Meeting district standards of professional conduct as outline in Employee Handbook.

MINIMUM REQUIREMENTS

1. Any combination equivalent to graduation from high school and two years of clerical or secretarial experience involving frequent public contact, and preferably but not required one year in an educational environment.
2. Reliable means of transportation.
3. Successful clearance of both a DOJ and FBI background check.
4. Provide evidence of most recent TB clearance (within 1 year) upon hire.

WORKING ENVIRONMENT

Office environment with constant interruptions. Sit for extended periods, dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the phone; see to read documents related to assigned activities and view a computer monitor; packaging and lifting objects.

PHYSICAL ABILITIES

Must be able to function indoors engaged in work of primarily a sedentary nature. Requires the ability to use near vision to writ and read printed materials and computer screens. Requires the ability to use hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about campus locations and to reach work materials. Requires the ability to use manual and finger dexterity to type, operate a mouse and/or other microcomputer equipment.

ACKNOWLEDGMENTS

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Employee signature

Date

Supervisor signature

Date



Program Manager I – Part Time Achievement Through Technology Job Description

Non-Exempt, 11 Months
Calendar J-1, Range# 110

BASIC FUNCTION

Under the direction of the assigned supervisor, facilitate the integration of technology and school identified learning applications and tools into the instructional program by providing professional development, supporting instruction, and serving as a resource to increase student/staff knowledge and usage.

DUTIES AND RESPONSIBILITIES

(Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

- Follow and carry out rules, policies and procedures of the Urban Charter Schools Collective (UCSC), School, along with state and federal regulations pertaining to school/technology issues.
- Design Moby Max Resources for staff, parents and scholars such as reference sheets, facts sheets, FAQ's, frequently used modules, and "How To's."
- Design, coordinate, provide staff training, workshops, and instructional technology professional development opportunities to staff to meet curriculum goals.
- Develop and implement a periodic physical inventory process of instructional equipment, including laptops and iPads; inspecting and arranging for, or repairs of instructional equipment.
- Develop and implement a plan for effective use and care of appropriate instructional equipment in the classroom for teachers, staff and students and ensure staff accountability.
- Develop and implement a plan for the disposing/surplusing of broken or obsolete instructional equipment in the classroom as it pertains to ATT instruction.
- Develop and implement a standard school-wide schedule for effective use of ATT time for staff.
- Develop and implement a standard school-wide plan for staff and students while instructional equipment is out for repair.
- Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff by ensuring that staff follow the UCSC and School's policies and procedure, e.g. attendance expectations, use of sick time and personal time, additional time, and confidentiality about student and organization information.
- Interview and participate in the selection of employees, observe staff performance, recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate staffing and training of assigned staff.
- Maintain a variety of complex records and files such as employee attendance records, substitute coordination and assignment records, letters of corrective actions, improvement plans and letter of concerns for staff.
- Operate a computer and assigned software; organize and compile statistical data and prepare program-related reports and summaries as required or requested, such as staff attendance reports, student progress reports, classroom Moby Max activity reports, and instructional equipment reports.
- Troubleshoot basic problems with computers and other equipment; restart, check for power, password reset, create and disable accounts.

- Serve as a liaison between Administrator and others involved in program-related business; provide clerical support to staff and others as necessary; monitor and assure timelines are met.
- Communicate and collaborate with school site personnel on coordination of staff assignments, absences, and substitute needs.
- Maintain confidentiality of sensitive and privileged information.
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. UCSC and School's operations, and objectives of assigned programs and activities.
2. Applicable laws, codes, regulations, policies, and procedures.
3. Instructional standards and strategies.
4. Principles and effective practices of management, supervision, and staff development.
5. Operation of a computer and related software.
6. Terminology used in technology.
7. Interpersonal skills using tact, patience, and courtesy; effective oral and written communication skills.
8. Diverse academic, socioeconomic, cultural disability, and ethnic backgrounds of UCSC' students.

Ability to:

1. Read, interpret, apply and explain rules, regulations, policies, and procedures.
2. Provide support and technical assistance to the Site Administrator, staff, parents, and students.
3. Develop sufficient knowledge of the assigned curriculum to be administered; maintain current knowledge of technological advances in the educational field.
4. Develop and conduct staff development training programs.
5. Analyze situations accurately and adopt an effective course of action.
6. Work independently and make decision within framework of established guidelines.
7. Revise and edit technology courses of study as a result of committee input.
8. Conduct research and compile reports.
9. Perform technical and clerical duties related to assigned activities.
10. Operate a variety of office equipment including a computer and assigned software.
11. Maintain consistent, punctual and regular attendance.
12. Establish and maintain effective working relationships with others.

MINIMUM REQUIREMENTS

1. Any combination equivalent to graduation from high school and at least one year of previous experience working with students in an educational environment.
2. A minimum of one-year experience in education technology.
3. A minimum of one-year experience in staff development and training.
4. Successful clearance of both a DOJ and FBI background check.
5. Provide evidence of most recent TB clearance (within 1 year) upon hire

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is generally in a climate controlled office with light to moderate background noise. Work may be performed outdoors at times when overseeing students outside of the office area.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this position, the employee will be required to speak and hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

ACKNOWLEDGMENTS

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Employee signature

Date

Supervisor signature

Date



Achievement through Technology Supervisor- Part Time Job Description

Non-Exempt, 11 Months
Calendar J-2, Range# 106

BASIC FUNCTION

Under the supervision of the principal, classroom teacher or ATT Program Manager I, supervise students during afternoon supper and recess, during achievement through technology learning time, and after school dismissal. Monitor and oversee student behavior and learning to ensure they are engaged in their learning activities as scheduled. Ensure student's physical welfare, and perform other related work as directed by the principal or his/her designee.

DUTIES AND RESPONSIBILITIES *(May include, but are not limited to the following)*

- Follow the established work calendar and staff code of conduct identified in the staff handbook.
- Learn and use classroom procedures as established by core academic teachers.
- Monitor and supervise 20-25 students during achievement through technology learning time.
- Navigate and trouble shoot desktop and web-based applications as well as other technology needs during achievement through technology.
- Instruct and guide students to operate equipment and applications.
- Acclimate new students to the layout of the school and school's social climate and expectation of the ATT program.
- Work with core academic teachers to provide continuity in the use of software application(s) to ensure alignment with instructional needs.
- Function as a representative for students to bring issues/concerns to the attention of teachers, counselors, and administration.
- Render elementary first-aid treatment as needed.
- Inventory and maintain classroom technology learning equipment and accessories.
- Occasionally perform miscellaneous manual clerical duties such as monitoring student progress, assigning new tasks, filing and making photocopies.
- Attend to trainings and meetings as scheduled and/or request.
- Maintain a safe, clutter-free, and welcoming learning environment.
- Use the trainings learned to support classroom and school climate and culture.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. UCSC and School's operations, and objectives of assigned programs and activities.
2. Applicable laws, codes, regulations, policies, and procedures.
3. Operation of a tablet (iPad), laptop or computer and related software.
4. Correct English usage, grammar, spelling, punctuation, and vocabulary.
5. Interpersonal skills for effective communication with students, staff members, and parents.

Ability to:

1. Perform the basic functions of the position.
2. Follow directions to meet schedules and timelines.
3. Learn, interpret and apply policies, rules and regulations, and operational procedures.
4. Effectively and efficiently operate tablets/laptops and utilize application software.
5. Establish and maintain cooperative and effective working relationship with team, teacher(s) and supervisor(s).
6. Provide work direction and guidance to students.
7. Meet UCSC standards of professional conduct as outline in Employee Handbook.
8. Maintain consistent, punctual and regular attendance.

MINIMUM REQUIREMENTS

Any combination equivalent to graduation from high school.

1. A minimum of one-year working experience in an educational environment.
2. Demonstrated familiarity and ability to navigate tablets and laptop applications.
3. Successful clearance of both a DOJ and FBI background check.
4. Provide evidence of most recent TB clearance (within 1 year) upon hire.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is generally in a climate controlled classroom with light to moderate background noise. Work may be performed outdoors at times when overseeing students outside of the classroom.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this position, the employee will be required to speak and hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for

extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

ACKNOWLEDGMENTS

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Employee signature

Date

Supervisor signature

Date



Yard Supervisor – Part Time Job Description

Non-Exempt, 11 Months
Calendar G, Range# 105

BASIC FUNCTION

Under the direction of the principal or his/her designee, monitor and supervise students who are outside of the classroom and at school sponsored activities both on and off school campus to assure safety and positive behaviors; enforce applicable UCSC and school safety and conduct policies and rules; assist in maintaining an orderly and safe campus.

DUTIES AND RESPONSIBILITIES *(May include, but are not limited to the following)*

- Physically patrol and monitor the campus buildings and grounds; regularly inspect the perimeter for unsafe conditions and refer potential hazards to the school principal or his/her designee.
- Monitor student movement out of the classrooms, verifying hall passes and other forms of permission slips, ensuring compliance with school rules and procedures.
- Monitor students while eating in assigned classroom or cafeteria; maintaining orderly student behavior and conduct; assist students with breakfasts/lunches, dismissing students following established school procedures.
- Monitor the proper usage of playground equipment to ensure student's safety and that school rules are followed.
- Assemble students to line up in designated areas when bell rings for class after recess and lunch until teachers arrive. May escort students from classroom to classroom as needed.
- Anticipate and intervene to prevent situation that may cause accident or endanger students' welfare or safety.
- Follow UCSC and the school's established procedures in case of accident, injury, or illness; perform basic First Aid to injured student as needed and report injury to the appropriate office staff; escort student to office as needed.
- Issue disciplinary slip, write up warning, discipline card and/or report; communicate issues to teacher and principal as needed; escort students to office for misconduct.
- Intercept and direct parents and visitors to the proper office or classroom; notify the school office/administration of any issue.
- Perform crossing guard duties to ensure student's safety crossing of streets leading to and from the school as needed.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic methods of individual and group supervision.
2. Age appropriate child behaviors and the UCSC's policies for working with children.
3. Safety for public and play areas.
4. Correct English usage, grammar, spelling, punctuation, and vocabulary.
5. Oral and written English communication skills.
6. Interpersonal skills using tact, patience, and courtesy.

Ability to:

1. Patrol and monitor the campus to maintain order and security.
2. Learn, interpret, apply and explain laws, rules and regulations.
3. Follow UCSC and school policies related to the conduct, safety, and welfare of students.
4. Perform duties with patience, tact and good judgment and within established guidelines.
5. Remain calm in normal, urgent, and emergency situations. Observe situations and accurately determine an effective course of action.
6. Write clear and concise descriptive reports of problems, students, or situations that required intervention.
7. Establish and maintain cooperative and effective working relationship with others.
8. Maintain acceptable standards of physical health, energy and emotional adjustment to the job environment
9. Meet standards of professional conduct as outlined in the Employee Handbook.
10. Maintain consistent, punctual and regular attendance.

MINIMUM REQUIREMENTS

1. Any combination equivalent to graduation from high school and one or more years of yard duty experience in a public or private school environment.
2. Successful clearance of both a DOJ and FBI background check.
3. Provide evidence of most recent TB clearance (within 1 year) upon hire

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outdoor and indoor school site environment; subject to adverse weather conditions; constant interruptions.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

While performing the duties of this position, the employee will be required to walk or stand for extended periods of time; climb stairs and ramps; break up fights, and move in a swift manner to intervene in situations; see, speak and hear to monitor student behavior and activity, and speak to exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and

reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

ACKNOWLEDGMENTS

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I certify that I possess all of the “Essential Requirements” of the job outlined herein, except as noted here:

(If none, so state):

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Employee signature

Date

Supervisor signature

Date