



AGENDA

BOARD OF DIRECTORS SPECIAL BOARD MEETING

Time: June 29, 2022 6:00pm

~In Person~

Middle School Campus

Zoom:

Subject to change in accordance to the Brown Act.

Meetings will be available videoconference pursuant to Executive Orders N-25-20 and N-29-20

Join Zoom Meeting

<https://us02web.zoom.us/j/6362513717>

Meeting ID: 636 251 3717

Mission Statement

Chico Country Day School provides a safe, joyful environment where all learners are inspired to achieve their personal best.

2021-2022 CCDS Board Members:

Jessika Lawrence, Chair

Melissa Pearson, Vice Chair

Jamie Clyde, Treasurer

Devjani Banerjee-Stevens, Secretary

Thang Ho, Member

Charles CC Carter, Member

Santy Gray, Member

1. CALL TO ORDER & ROLL CALL

2. SPECIAL SESSION (6:00pm)

- 2.1 Approval of Special Agenda
- 2.2 Ammended Calendar: 1 hour Early Release on Mondays
- 2.3 Line of Credit from Northern CA National Bank
- 2.4 Stipend Positions, 2022-2023
- 2.4 Human Resource Coordinator Job Description

3. ADJOURNMENT: Adjourn; Next Regular Meeting is August 10, 2022

Information, Procedures and Conduct of CCDS Board Meetings:

Student Participation:

At the discretion of the Board Chair, students may be given priority to address items to the Board

Public input on specific agenda items and those items not on the agenda:

The CCDS Board of Directors welcomes and encourages public comments. Any person of the public desiring to speak shall be allowed to speak during public comment time and has the option of speaking once on any agenda item when it is being discussed. Speaking time shall generally be limited to three minutes, unless a longer period is permitted by the Board Chair. In the case of numerous requests to address the same item, the Board may select representatives to speak on each side of the item. Each person who addresses the Board must be first recognized by the presiding officer and give his or her name. Comments must be directed to the Board as a whole and not to individual board members or employees. The Board shall not take action or enter into discussion or dialog on any matter that is not on the meeting agenda, except as allowed by law. Items brought forth at this part of the meeting may be referred to the Administration or the Board may take the item under advisement. The matter may be placed on the agenda of a subsequent meeting for discussion or action by the Board.

Special Needs: If you have special needs because of a disability or you require assistance or auxiliary aids to participate in the meeting, please contact the CCDS office at 530.895.2650. CCDS will attempt to accommodate your disability.

Copies of Agendas and Related Materials: Materials are available at the meeting, on the website at www.chicocountryday.org, or in the Main office prior to the meeting @ 102 W. 11th Street, Chico, CA 95928.

Chico Country Day School

2022-2023 School Event Calendar

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8/12: Back to School Picnic, CCDS

8/15: First Day of School

13 days

January 2023						
Su	M	Tu	W	Th	F	Sa
1						7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1/11 - Minimum day

1/16: MLK, Jr. Day - No School

16 Days

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

9/5: Labor Day, No School

9/7: Minimum Day

21 Days

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

2/1: Minimum Day

2/10: Lincoln's Birthday- No School

2/20: President's Day - No School

18 Days

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10/6: Minimum Day: Conferences

10/7: No Student Day: Conferences

20 Days

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

3/13-3/17: Spring Break

18 Days

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11/2: Minimum Day

11/10: No Student Day

11/11: Veteran's Day Holiday

11/21-25: Thanksgiving Break

15 Days

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29/30

4/5: Minimum day

4/7: In Lieu Admissions Day - No School

4/10: Travel Day - No School

18 Days

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12/7: Minimum Day

12/23-1/6 Winter Break

16 Days

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5/10-5/12: Minimum Days - SLCs

5/29 Memorial Day, No School

179 Days of School

Semesters End: 12/22 and 6/2

 End of Semester

 First/Last Day of School

 Minimum Day, 12:30 Dismissal

 No School

 k-3 1:30 Dismissal, 4-8th 1:45 Dismissal

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

6/2: Last Day of School

6/2: Bridging Ceremony

6/2: 8th Grade Graduation

6/2: Minimum Day

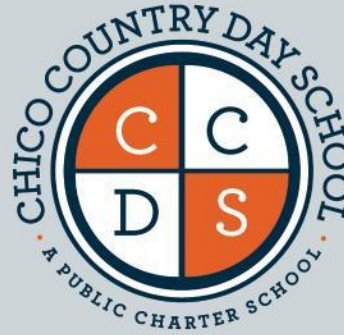
2 days



Early Release Monday

June 2022

The Survey...



Video and a survey sent on Tuesday, June 21st

Questions asked:

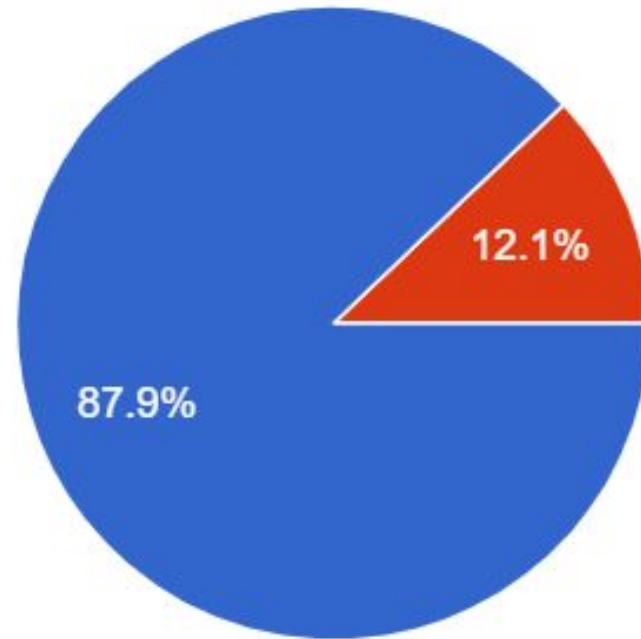
- The vision, context, and "why" behind the proposed change to Early Release Monday was conveyed in the video.
- ASP needs?
- What else would you like us to know?

124 Families Responded

The vision, context, and "why" behind the proposed change to Early Release Monday was conveyed in the video.



124 responses



88% - Yes

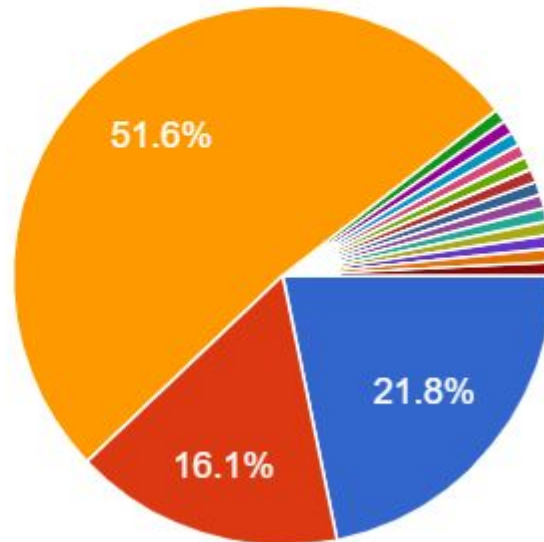
12% - No

ASP Needs for Early Release Monday:



ASP

124 responses



52% - N/A (doesn't impact me)

16% - We would need to sign up on Monday

22% - My child already attends on Monday

Other 10% is people who would likely need ASP, but wrote a note and/or hope it is free

To be added: Word clouds of responses

To be added: Teacher Responses to their survey

Many wonderful questions surfaced from our video earlier this week and feedback form. Thank you! I also encourage you to email any one of the school leaders to talk through the complexities this brings up for you - we're here to support our whole community and are really grateful to engage in that dialogue with you all. Videos, surveys, and FAQs are efficient for communicating with 380+ people, but don't take the place of meaningful connections to hear each others concerns; we're absolutely available for that as well.

We took the frequently asked questions and wanted to share responses. Our hope is to keep you really well-informed of our thinking, to surface the challenges, to give space to look for solutions, and to move forward together in a way that best supports student learning.

Are my kids getting the same amount of instructional time as other kids in other schools?

There are state-mandated yearly instructional minutes, and even with this shift, we are still well above the required minutes in each grade level. In addition to all of the instructional minutes that are logged, we also have several Exhibitions and overnight field trips each year that compliment student learning and instructional time.

What will this time be used for by the staff and teachers? How might this be beneficial for my student? I got a lot of that from the video, but want to know more.

Students have been through a lot the past two years and we need to evaluate all of the ways we are providing support for them so they are able to excel. Our teachers need more time to develop their skill set so they can student needs. This includes more learning about reading instruction, social-emotional support, and collaborating with our school social worker.

Teachers will be looking at student assessment data and developing interventions and next steps for instruction. They will be creating CGI Math problems that support more sophisticated math strategies for students. We also have Reading and English Language Arts Instructional coaches to help support the implementation of the EL Curriculum; teachers will meet with their coaches at this time.

Why aren't you choosing to do late start Wednesdays like the 6-12th grade in CUSD?

We definitely considered that. We don't have before-school care, but do offer after school care, so that's why we looked at after school options.

Why don't you do an early release on Fridays? That would be better for us.

We considered Fridays for an earlier release and actually had that prior to 2012. Fridays would really impact middle school instruction, because they are scheduled by class period. Monday is when they have one period of "flex" time that is easiest to adjust. We also looked at the tasks we are asking teachers to complete during that collaboration time and see Mondays as being a more successful time for the deep planning and reflection needed. Our art and science specialists only work Tues-Thurs, so those days were not options for an earlier release time.

Will there still be Wonder Wednesdays? My child looks forward to those each month.

Yes, there will be. We look forward to those, too!!

Is ASP just available for Mondays?

Yes, we do our ASP contracts by day of the week, so a Monday contract is available.

How long is supervision outside on the curb for pick up? Could I pick my 2nd grader and 5th grader up at the same time?

Yes, absolutely. We will have teacher supervision on the curb for pick up until 1:55 and then kids who haven't been picked up will be brought to the office to call home. Students who attend Boys and Girls Club at 2pm can be picked up at 1:50 to make it to that program.

School Leadership Team emails:

Amie: aparent@chicocountryday.org

Claudia: ctrout@chicocountryday.org

Wendy: wfairon@chicocountryday.org



Line of Credit – NCNB Resolution to Borrow

Background information

Chico Country Day School (CCDS), in the past, had a line of credit through Northern California National Bank. While we never used this line of credit, it was a useful tool to have when the budget and cash flow was challenging during the recession. This original line of credit was closed several years ago and re-opened in 2020. Our bank has asked if we would like to continue to have this line of credit open for this upcoming year.

School districts and County Offices of Education have the ability to borrow money from the County Treasurer using a “TRAN”. Charter schools do not have access to the county treasury and if necessary, can only “sell receivables” to for profit companies to generate necessary cash. These companies charge anywhere from 9-20% interest rates.

It is requested that the Board of Directors continue our line of credit with NCNB in preparation of a challenging budget ahead and for at least the next three years. If necessary, it gives the school the option to borrow money at a reasonable interest rate in order to meet cash needs during the school year.

Educational Implications

The effective management of the CCDS financial resources allows CCDS to implement our mission.

Fiscal Implications

This would give us flexibility if absolutely necessary to meet payroll needs if the state defers our apportionment payments. Given the adequate budget reserves CCDS has, it is unlikely we would need to utilize this line of credit, but it does provide an option if the circumstances are dire.

**Chico Country Day School
2022-23 Stipend Addendum**

Stipend Name	Description	Annual	Schedule of Payments
Athletic Director			
Athletic Director	Manages all CCDS sports programs	\$ 6,250.00	Bi-monthly with payroll
Coaching			
Head Volleyball	Lead coach for volleyball	\$ 2,050.00	End of Season
Assistant Volleyball	Assistant coach for volleyball	\$ 1,050.00	End of Season
Head Girls Basketball	Lead coach for girls basketball	\$ 2,675.00	End of Season
Assistant Girls Basketball	Assistant coach for basketball	\$ 2,100.00	End of Season
Head Boys Basketball	Lead coach for boys basketball	\$ 2,165.00	End of Season
Assistant Boys Basketball	Assistant coach for basketball	\$ 2,165.00	End of Season
Cross Country	Coach for cross country	\$ 1,550.00	End of Season
Mentor Teacher			
Mentor Teacher	Mentor teachers to support teachers who are working on their credential through an induction program	\$ 1,800.00	Paid Annually in June
Leadership			
Middle School Leadership Teacher	Lead all Middle School Leadership activities, including coordination of socials & rallies	\$ 1,000.00	Bi-monthly with payroll.
Overnight Field Trips			
Overnight Field trips	provide staff supervision of all students on an overnight field trip	\$ 100.00	Payroll after study trip occurs; per night
Outdoor Education Coordinator			
Outdoor Education Coordinator	Camp Director for 6th grade Environmental Camp, Supports outdoor education opportunities for grades 6-8	\$ 5,500.00	Bi-monthly with payroll.
Yearbook Coordinator			
Yearbook Elective Teacher	Provide leadership and coordination of yearbook production	\$ 1,200.00	Bi-monthly with payroll.
Independent Study Packets			
Classroom Teachers	Provide Independent Study Packets for students' grade level specifically for those out on Independent Study due to COVID quarantine and protocols	\$ 100.00	Once per semester packet created
Math Lead Teacher			
Math Lead Teacher	Provide Leadership and coordination of math instruction for CGI math implementation	\$ 5,000.00	Bi-monthly with payroll.

Teacher In Charge			
Teacher/Employee In Charge	Provide Leadership and coordination of day to day administrative duties if administrators are not available	\$ 200.00	Payrol after admin day occurs; per day
WASC			
WASC Lead writier	Helps write WASC Self-Study and Mid-Cycle Report	\$1,800	Bi-Monthly with Payroll
WASC formatting	Formats WASC selft study and Mid-cycle repot	\$400	Paid upon report completion



HR Coordinator

Definition: Under supervision, to perform a variety of confidential duties involved in maintaining and reviewing Human Resource, Benefits, and Payroll records. Under direction, to perform a variety of duties involved in maintaining personnel files, benefit programs, and other confidential HR duties as needed.

Supervision Exercised: None

Reports to: CBO

Qualifications:

1. 3 years clerical experience and office management
2. Ability to type 45 words per minute and operate office equipment, including computer equipment and systems
3. Knowledge of Payroll systems, Word, Excel, and Google Suite
4. General knowledge of health and other benefit programs
5. Principles and procedures of filing and record keeping
6. Principles and practices of data collection and basic report preparation
7. Detail-oriented organizational skills
8. Ability to maintain a CPR/1st Aide Certification
9. Ability to relate to children, parents, and staff in a positive and professional manner
10. Ability to communicate effectively, both verbally and in writing and work effectively independently and under pressure
11. Ability to learn, interpret and apply the policies, procedures, laws and regulation pertaining to assigned programs and functions
12. Confidential information will be a part of this position. Confidentiality and trustworthiness are key characteristics.

Examples of Important and Essential Duties:

- Support the educational programming of the school through congenial, confidential interactions with staff
- Coordinate and monitor employment requirements, records, and notifications such as credentials, licenses, certifications and TB testing

Updated: June 2022

CCDS provides a safe, joyful community where all learners are inspired to achieve their personal best.

- Conduct new employee onboarding for specific items: Standards of Conduct, Employee benefits & eligibility, assignment of online training. May conduct LiveScan fingerprinting
- Ensure all documentation for new employees are complete and accurate in all systems including Aeries and Payroll
- Maintain, revise and create forms such as applications, personnel action, and various others.
- Compilation of requested HR information
- Track leave of absence requests and document properly
- Complete and submit Unemployment Claims, Work Comp and Accident Claims as well as other applicable claims as necessary
- Serve as information source for staff and public
- Receive calls and visitors; respond to employment related complaints and requests for information
- Respond to routine correspondence by composing letters and memos as needed
- Coordinate with hiring managers as a support for their hiring processes: printing applications, setting appointments, follow up as needed
- Assist in ensuring all payroll documents are sent to the correct department on time
- Coordinate open enrollment for Health Insurance, Dental Insurance, Vision Insurance, and Life Insurance.
- Understand and enroll employees in all retirement programs including CalPERS, CalSTRS and the optional 403B and 457 programs.
- Attend professional development training as needed.
- Operate a variety of modern office equipment, including computer programs, laminator and multifunctional printers; possess the ability to adapt to new technology
- Assist in annual audit
- Attend and participate in meetings and other professional opportunities as needed to increase professional knowledge as required
- Be flexible in work hours
- Maintain regular and supportive communications with staff members regarding HR issues, benefits, payroll, policy and procedures
- Establish and maintain positive working relationships with school staff
- Recruit, post, and monitor job openings
- Perform related duties and responsibilities as assigned

Terms of Employment: Hourly rate based on CCDS Classified Pay Scale. Work schedule to be established by the CEO

Evaluation: Performance of this job will be evaluated in accordance with provisions of CCDS policy on Evaluation of Classified Personnel.

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ADA Accommodations: Decision regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principle criteria will be that of effectiveness and safety.

Job Specifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Working Conditions and Physical Requirements: Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, climb stairs, walk and reach overhead.

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. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate to loud.

This job description in no way states or implies that these are the only duties to be performed by this employee. This position is required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Chico Country Day School reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Chief Business Officer

Date

I acknowledge that I have received and read this job description.

Employee Name (print)

Signature

Date