



## **AGENDA**

BOARD OF DIRECTORS REGULAR BOARD MEETING

**Time: March 9, 2022 5:30pm**

**~In Person~**

**Room 5: Middle School Campus**

**Or Virtually:**

**Join Zoom Meeting**

[https://us04web.zoom.us/j/77355371000?pwd=5f2UZFMpmh92XFXmlMp55xQntlm\\_Xc.1](https://us04web.zoom.us/j/77355371000?pwd=5f2UZFMpmh92XFXmlMp55xQntlm_Xc.1)

**Meeting ID: 773 5537 1000**

**Passcode: 9pQnD3**

### **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  
Santy Gray, Member  
Charles CC Carter, Member

## **1. CALL TO ORDER & ROLL CALL**

## **2. REGULAR SESSION (5:30pm)**

3.1 Approval of Regular Agenda

## **3. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA**

## **4. CONSENT AGENDA**

- 4.1 Minutes from meetings of 2/9/22 and 2/15/22
- 4.2 Board Report of Checks: 1/3/22-2/28/22
- 4.3 Overnight Field Trips: May 11-13, May 18-20, May 25-27, 2022
- 4.4 Stipend Addendum: Teacher/Employee In Charge

## **5. DISCUSSION/ACTION ITEMS**

- 5.1 Second Interim Budget: 2021-2022
- 5.2 Temporary Job Description - Teacher on Special Assignment through June 3 2022
- 5.3 Job Description: Summer School Administrator
- 5.4 Update of Salary Schedule to Include Summer School Administrator



- 5.5 Student/Family Handbook Update: Student Masking Policy Update in Alignment with New State Guidelines
- 5.6 CCDS Organizational Planning

**6. CLOSED SESSION**

- 1.1 **Public Employee Evaluation:** Per Government Code §54957  
Title: Director of Education, Director of Student Support Services, Director of Student Affairs, Chief Business Officer

**7. ADJOURNMENT:** Adjourn; Next Regular Meeting is May 11, 2022

**Information, Procedures and Conduct of CCDS Board Meetings:**

**Student Participation:**

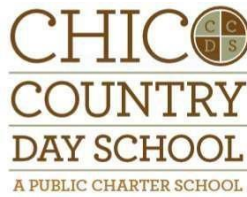
At the discretion of the Board Chair, students may be given priority to address items to the Board

**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](http://www.chicocountryday.org), or in the Main office prior to the meeting @ 102 W. 11<sup>th</sup> Street, Chico, CA 95928.



## **Minutes**

### **CCDS Board of Directors Regular Meeting**

**Date: Wednesday, February 9, 2022**

**Time: 5:30 p.m.**

**Location: CCDS Middle School, Room 5**

- 1. CALL TO ORDER & ROLL CALL:** Lawrence called meeting to order at 5:30 p.m.  
Attendees: Jessika Lawrence, Thang Ho, Devjani Banerjee-Stevens, Jamie Clyde, Melissa Pearson, Charles CC Carter, Santy Gray
- 2. CLOSED SESSION (5:30 pm)**
  - 2.1 Public Employee Evaluation**  
Per Government Code §54957  
Title: Director of Education, Director of Student Affairs, Special Education  
Director, Chief Business Officer
- 3. REGULAR SESSION**
  - 3.1 Approval of Regular Agenda** – Ho/Carter to approve. All in favor: Lawrence, Ho, Stevens, Clyde, Pearson, Carter, Gray (7-0).
  - 3.2 Report from Closed Session** – Nothing to report.
- 4. PUBLIC COMMENTS CONCERNING ITEMS NOT ON THE AGENDA** – Tanya, PTP  
President introduced herself and gave update on auction which will be May 14, 4:30-11pm at Butte Country Club.
- 5. CONSENT CALENDAR** – Ho/Stevens to approve. All in favor: Lawrence, Ho, Stevens, Clyde, Pearson, Carter, Gray (7-0).
  - 5.1 Minutes from meeting of 1/18/22 and 1/25/22**
  - 5.2 Measure K Requests**
    - 5.2.1 Request 15 – Canopy Improvements-Electrical/Fans**
    - 5.2.2 Request 16 – LED Ballast/Light Replacement**
- 6. DISCUSSION/ACTION ITEMS**
  - 6.1 2021-22 LCAP Mid-Year Review & 2022 Supplemental to Annual Update for 2021-22 LCAP** – Trout gave LCAP Board presentation and went over mid-year review.
- 7. CLOSED SESSION** – Report from Closed Session - Review
  - 7.1 Public Employee Evaluation: Per Government Code §54957**  
Title: Director of Education, Director of Student Affairs, Special Education  
Director, Chief Business Officer
- 8. ADJOURNMENT** – Adjourned meeting at 7:15pm. Next Regular Meeting is March 9, 2022

Respectively Submitted,  
Margaret Reece



## **Minutes**

### **CCDS Board of Directors Special Meeting**

**Date: Tuesday, February 15, 2022**

**Time: 5:30 p.m.**

**Location: CCDS Middle School, Room 5**

- 1. CALL TO ORDER & ROLL CALL:** Lawrence called meeting to order at 5:30 p.m.  
Attendees: Jessika Lawrence, Thang Ho, Devjani Banerjee-Stevens, Jamie Clyde, Melissa Pearson, Charles CC Carter, Santy Gray
  
- 2. CLOSED SESSION (5:30 pm)**
  - 2.1 Public Employee Evaluation**  
Per Government Code §54957  
Title: Director of Education, Director of Student Affairs, Special Education  
Director, Chief Business Officer
  
- 3. REGULAR SESSION**
  - 3.1 Report from Closed Session** – Board voted to form an ad hoc “organization planning committee” and the following members were added to the ad hoc ‘organization planning committee’: Jessika Lawrence, Thang Ho, Devjani Banerjee-Stevens. Lawrence/Ho to approve. All in favor: Lawrence, Ho, Stevens, Clyde, Pearson, Carter, Gray (7-0).
  
- 4. ADJOURNMENT** – Adjourned meeting at 7:10pm. Next Regular Meeting is March 9, 2022

Respectively Submitted,  
Jessika Lawrence

Checks Dated 01/03/2022 through 02/28/2022			Board Meeting Date 3/9/22
Check Number	Check Date	Pay to the Order of	Check Amount
0019772	01/07/2022	Adams, Lora R	58.01
0019773	01/07/2022	Amazon Capital Services, Inc	460.50
0019774	01/07/2022	AT & T	213.74
0019775	01/07/2022	Budget Blinds	1,727.00
0019776	01/07/2022	CA Water Service Company	1,131.51
0019777	01/07/2022	CharterSAFE	11,240.00
0019778	01/07/2022	Dawson Landscaping	1,300.00
0019779	01/07/2022	Dewald Parent, Amie L	331.32
0019780	01/07/2022	Durham Intermediate School ASB	250.00
0019781	01/07/2022	Evergreen Janitorial Supply, Inc.	593.07
0019782	01/07/2022	Gateway Science Museum	95.00
0019783	01/07/2022	Greenfield, Theodore	193.04
0019784	01/07/2022	Half a Bubble Out, Inc.	90.00
0019785	01/07/2022	John Sclare	4,240.00 *
Reissued on 01/07/2022			
0019786	01/07/2022	Mission Linen and Uniform	509.65
0019787	01/07/2022	Patrick Bossetti	2,250.00
0019788	01/07/2022	PG &E	7,638.01
0019789	01/07/2022	Reece, Mary E	80.98
0019790	01/07/2022	SchoolAbility, LLC	2,500.00
0019791	01/07/2022	T Mobile	100.00
0019792	01/07/2022	Tehama County Department of Education	45.00 *
Reissued on 01/07/2022			
0019793	01/07/2022	US Screenprinting & Embroidery	357.68
0019794	01/07/2022	Wilson, Pamela H	25.00
0019795	01/07/2022	John Sclare	4,240.40
0019796	01/07/2022	Tehama County EAC	45.00
0019801	01/12/2022	American Fidelity Assurance ATTN: Billing Admin	1,581.08
0019802	01/12/2022	Chico Country Day School	12,485.91
0019803	01/12/2022	The TDS Group	5,287.50
0019805	01/14/2022	Adams, Lora R	33.99
0019806	01/14/2022	Amazon Capital Services, Inc	597.44 *
Reissued on 01/14/2022			
0019807	01/14/2022	Certifix Live Scan	60.00
0019808	01/14/2022	Citi Cards	5,213.46
0019809	01/14/2022	City of Chico Park Division	397.00
0019810	01/14/2022	Dell Financial Services	3,644.61
0019811	01/14/2022	Dell Financial Svcs, LCC	3,285.58
0019812	01/14/2022	Department of Justice	147.00
0019813	01/14/2022	Employment Development Dept	7,650.02
0019814	01/14/2022	Evergreen Janitorial Supply, Inc.	325.05
0019815	01/14/2022	Goldmann, Brittan I	140.71
0019816	01/14/2022	Internal Revenue Service	19,742.63
0019817	01/14/2022	John Patterson Electric	952.54
0019818	01/14/2022	Leading Well	1,350.00
0019819	01/14/2022	Loy J Mattison	390.00
0019820	01/14/2022	Procopio, Cory, Hargreaves & Savitch, LLP	868.00
0019821	01/14/2022	Ray Morgan Company	205.92
0019822	01/14/2022	T Mobile	328.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 01/03/2022 through 02/28/2022			Board Meeting Date 3/9/22
Check Number	Check Date	Pay to the Order of	Check Amount
0019823	01/14/2022	Tucker Pest Control	305.00
0019824	01/14/2022	Verizon Wireless	196.70
0019825	01/14/2022	Amazon Capital Services, Inc	597.45
0019826	01/21/2022	Access Information Protected	126.90
0019827	01/21/2022	Adams, Lora R	38.92
0019828	01/21/2022	Amazon Capital Services, Inc	2,625.97
0019829	01/21/2022	Dell Financial Services	6,575.15
0019830	01/21/2022	Dell Financial Svcs, LCC	3,285.58
0019831	01/21/2022	Employment Development Dept	77.90
0019832	01/21/2022	Evergreen Janitorial Supply, Inc.	2,048.48
0019833	01/21/2022	Follett School Solutions, Inc	1,274.65
0019834	01/21/2022	Office Depot	768.62
0019835	01/21/2022	Reece, Margaret E	42.52
0019836	01/21/2022	Shasta Control Company, Inc.	435.00
0019837	01/21/2022	Waste Management	479.28
0019842	01/28/2022	Achieve3000	2,022.00
0019843	01/28/2022	Adams, Lora R	41.81
0019844	01/28/2022	AFLAC	389.50
0019845	01/28/2022	Amazon Capital Services, Inc	1,323.33
0019846	01/28/2022	AT & T	212.02
0019847	01/28/2022	Butte County Office of Ed Attn Student Program Services	3,400.76
0019848	01/28/2022	CASBO	265.00
0019849	01/28/2022	CGI Math Learning Center LLC	11,200.00
0019850	01/28/2022	Evergreen Janitorial Supply, Inc.	1,118.34
0019851	01/28/2022	Ferguson, Stacy M	146.64
0019852	01/28/2022	Reece, Mary E	40.16
0019853	01/28/2022	School Library Journal	89.00
0019854	01/28/2022	The TDS Group	5,287.50
0019855	01/28/2022	Wilson, Pamela H	65.00
0019856	01/31/2022	Chico Country Day School	12,809.17
0019857	01/31/2022	Employment Development Dept	8,030.92
0019858	01/31/2022	Internal Revenue Service	21,632.95
0019859	02/01/2022	American Fidelity Assurance ATTN: Billing Admin	340.08
0019860	02/01/2022	Butte Schools Self Funded Programs	57,900.14
0019861	02/01/2022	CalPERS	23,887.98
0019866	02/04/2022	Adams, Lora R	33.38
0019867	02/04/2022	Amazon Capital Services, Inc	1,045.30
0019868	02/04/2022	American Modular Systems, Inc.	198,622.71
0019869	02/04/2022	CA State University, Chico, At tn Career Center	300.00
0019870	02/04/2022	CA Water Service Company	1,277.90
0019871	02/04/2022	Carlson Electrical Systems	1,700.88
0019872	02/04/2022	CharterSAFE	11,240.00
0019873	02/04/2022	Cooley, Kerri A	106.44
0019874	02/04/2022	Dawson Landscaping	1,300.00
0019875	02/04/2022	Gateway Science Museum	285.00
0019876	02/04/2022	Half a Bubble Out, Inc.	8,895.89
0019877	02/04/2022	Home Depot	454.26
0019878	02/04/2022	Leading Well	1,350.00
0019879	02/04/2022	Mission Linen and Uniform	472.64

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 01/03/2022 through 02/28/2022			Board Meeting Date 3/9/22
Check Number	Check Date	Pay to the Order of	Check Amount
0019880	02/04/2022	PG &E	9,846.53
0019881	02/04/2022	Pierson, Victoria N	54.33
0019882	02/04/2022	Procopio, Cory, Hargreaves & Savitch, LLP	3,169.07
0019883	02/04/2022	Randy's Plumbing	322.90
0019884	02/04/2022	T Mobile	100.00
0019885	02/04/2022	Tucker Pest Control	305.00
0019886	02/04/2022	Wilson, Pamela H	81.44
0019888	02/11/2022	Adams, Lora R	69.64
0019889	02/11/2022	Amazon Capital Services, Inc	358.69
0019890	02/11/2022	CA Dept of Tax & Fee Admin	1,244.00
0019891	02/11/2022	Certifix Live Scan	120.00
0019892	02/11/2022	Citi Cards	1,545.79
0019893	02/11/2022	Dell Financial Services Payment Processing Center	15,334.02
0019894	02/11/2022	Department of Justice	452.00
0019895	02/11/2022	Evergreen Janitorial Supply, Inc.	490.13
0019896	02/11/2022	Gateway Science Museum	95.00
0019897	02/11/2022	High Tech High	4,725.00
0019898	02/11/2022	Loy J Mattison	780.00
0019899	02/11/2022	Norton, Kyle O	20.56
0019900	02/11/2022	Office Depot	396.72
0019901	02/11/2022	Randy's Plumbing	180.76
0019902	02/11/2022	SchoolAbility, LLC	2,500.00
0019903	02/11/2022	T Mobile	327.90
0019904	02/11/2022	Taylor, Miranda C	20.00
0019905	02/11/2022	Trout, Claudia	20.93
0019906	02/11/2022	Verizon Wireless	196.38
0019907	02/11/2022	Wren, Natalie L	132.84
0019908	02/18/2022	Access Information Protected	123.30
0019909	02/18/2022	Adams, Lora R	73.28
0019910	02/18/2022	Amazon Capital Services, Inc	1,431.53
0019911	02/18/2022	American Fidelity Assurance ATTN: Billing Admin	1,955.29
0019912	02/18/2022	CalSHRM	3,905.00
0019913	02/18/2022	Cherry, Angela J	183.59
0019914	02/18/2022	Chico Country Day School	13,042.80
0019915	02/18/2022	Dell Financial Services	5,858.36
0019916	02/18/2022	Dell Financial Svcs, LCC	3,285.58
0019917	02/18/2022	Employment Development Dept	7,496.01
0019918	02/18/2022	Eubanks, David J	74.38
0019919	02/18/2022	Fairon, Wendy A	3,188.88
0019920	02/18/2022	Internal Revenue Service	23,169.05
0019921	02/18/2022	Pitney Bowes Reserve Account	500.00
0019922	02/18/2022	Ray Morgan Company	205.92
0019923	02/18/2022	Taylor, Grace A	17.58
0019924	02/18/2022	The TDS Group	5,287.50
0019925	02/18/2022	US Screenprinting & Embroidery	629.93
0019926	02/23/2022	Willard Fence Co.	2,689.00
0019931	02/25/2022	Adams, Lora R	59.41
0019932	02/25/2022	AFLAC	389.50
0019933	02/25/2022	Amazon Capital Services, Inc	885.72

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

SCHOOLABILITY

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**Checks Dated 01/03/2022 through 02/28/2022** **Board Meeting Date 3/9/22**

Check Number	Check Date	Pay to the Order of	Check Amount
0019934	02/25/2022	American Fidelity Assurance ATTN: Billing Admin	340.08
0019935	02/25/2022	Boys & Girls Club	800.00
0019936	02/25/2022	Chico Country Day School	12,757.16
0019937	02/25/2022	Evergreen Janitorial Supply, Inc.	519.78
0019938	02/25/2022	Hayden Fire Protection	658.79
0019939	02/25/2022	Procopio, Cory, Hargreaves & Savitch, LLP	620.00
0019940	02/25/2022	Reece, Mary E	79.09
0019941	02/25/2022	Rental Guys	716.25
0019942	02/25/2022	School Services of California	550.00
0019943	02/25/2022	The TDS Group	5,287.50
0019944	02/25/2022	Towner, Cindy E	735.22
0019945	02/25/2022	Wren, Natalie L	306.54
0019946	02/25/2022	Internal Revenue Service	254.97
<b>Total Number of Checks</b>			<b>157</b>
			<b>641,532.79</b>

	Count	Amount
Reissue	3	4,882.44
Net Issue		636,650.35

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	General Fund	154	636,650.35
	Total Number of Checks	<b>157</b>	636,650.35
	Less Unpaid Tax Liability		.00
	<b>Net (Check Amount)</b>		<b>636,650.35</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.







# Chico Country Day SCHOOL

## Overnight Field Trip Request Form

Requested By:

Marijeanne Birchard

Date:

Feb 28, 2022

Person Responsible for Trip:

Marijeanne Birchard

Destination:

Monterey

Purpose:

Steinbeck Museum, Aquarium, hike

Dates:

May 11-13, 2022

Adult Supervisors:

Birchard, Norton, Langford, Goldmann

Time of Arrival & Departure:

Arr: Noon on 5/11, Dep: Noon 5/13

Number of Students Participating:

60

Number of Students NOT Participating:

n/a

Cost of Field Trip:

\$2000

Overnight Housing:

Camping at group site

Number of Vehicles Needed:

14

Number of Chaperone's Needed:

14

Field Trip Itinerary: May 11 - Hike, skits, campfire activities  
May 12 - Monterey Bay Aquarium  
May 13 - Steinbeck Museum

Administrative Approval:

Wendy Favoron

Board of Director Approval:

**PARENT'S OR GUARDIAN'S PERMISSION FOR OVERNIGHT TRIP  
AND AUTHORIZATION FOR MEDICAL CARE**

Please fill out this form completely:

\_\_\_\_\_ has my permission to participate in the  
(Student Name: please print)  
(overnight trip/location) Monterey Bay Aquarium/Camping From May 11th  
To: May 13th (Date) Departure time: 8:00 (A.M.) / P.M. Return time: 1:00 (Date) A.M. / P.M.

Supervising Teacher (please print): Marijeanne Birchard

General  
Activity(s)  
to be  
included:

- (1) visit Monterey Bay Aquarium
- (2) visit The Steinbeck Museum
- (3) Camping/Hiking

Method of Transportation: Private Vehicle  Other: \_\_\_\_\_

I would like to chaperone \_\_\_\_\_ I would like to drive \_\_\_\_\_ I have \_\_\_\_\_ # seat belts and can drive \_\_\_\_\_ # children. **Required TB test, DOJ livescan and driver's information have been provided to the main office.**

**PARENTS, PLEASE NOTE:** Section 35330 of the California Education Code states in part: "All persons making the field trip shall be deemed to have waived all claims against the district, charter school, or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion." **Failure of student to comply with rules may result in student being sent home at parent/guardian's expense.** Field trips are voluntary and a privilege; student may remain in school at parent/guardian's request. **ASSUMPTION OF RISK:** By signature hereon, parent/guardian waives liability against the school and acknowledges that the trip and its activity(s) may expose the student to potential harm including injury or death.

X \_\_\_\_\_  
Authorized Signature of Parent or Guardian

- Check here if child **may not** participate in Activity number: (1) (2) (3) [Circle if applicable]
- A sack lunch is required for this field trip. Please check here For first days lunch if your child will need a sack lunch from the cafeteria; otherwise send your child with a sack lunch.

**AUTHORIZATION FOR  
MEDICAL CARE**

If it becomes necessary for my child to have medical care while participating in this trip, I hereby give school personnel permission to use their judgment in obtaining medical care for the child, and I give permission to the physician selected by school personnel to render medical care deemed necessary and appropriate by the physician. I understand that the school carries student accidental injury insurance in an amount limited to \$25,000 (applies excess of family health insurance if applicable.)

Student Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Parent/Guardian Home Phone No.: \_\_\_\_\_  
Parent/Guardian Work or Cell Phone No.: \_\_\_\_\_  
Emergency Contact Name & Phone No.: \_\_\_\_\_  
X \_\_\_\_\_  
Authorized Signature of Parent or Guardian Date

Parent or Guardian's Name (please print) \_\_\_\_\_  
 PLEASE CHECK HERE IF INSTRUCTIONS FOR SPECIAL MEDICAL TREATMENT AND/OR OVER-THE-COUNTER MEDICATION FOR THE STUDENT ARE ON FILE IN THE SCHOOL.



# Chico Country Day SCHOOL

## Overnight Field Trip Request Form

Requested By:

Wendy Farron

Date:

3/4/22

Person Responsible for Trip:

Tyson Anderson

Destination:

Camp Lassen, Butte Meadows

Purpose:

7th gr. Environmental Camp

Dates:

May 18-20

Adult Supervisors:

18

Time of Arrival & Departure:

May 18<sup>th</sup> 9am - May 20<sup>th</sup> 2pm

Number of Students Participating:

62

Number of Students NOT Participating:

0

Cost of Field Trip:

\$5000

Overnight Housing:

Camp Lassen Cabins

Number of Vehicles Needed:

15

Number of Chaperone's Needed:

18

Field Trip Itinerary: May 18 : Arrive & Naturalists Lessons  
May 19 : Naturalists Lessons & Campfire  
May 20: Naturalist Lessons & Depart

Administrative Approval:

Wendy Farron

Board of Director Approval:



Chico Country Day  
SCHOOL

Overnight Field Trip Request Form

Requested By:

Wendy Fairson

Date:

3/4/22

Person Responsible for Trip:

Miranda Taylor

Destination:

Camp Lassen, Butte Meadows

Purpose:

6th gr. Environmental Camp

Dates:

May 25-27

Adult Supervisors:

18

Time of Arrival & Departure:

May 25 9am - May 27 2pm

Number of Students Participating:

62

Number of Students NOT Participating:

0

Cost of Field Trip:

\$5000

Overnight Housing:

Camp Lassen Cabins

Number of Vehicles Needed:

15

Number of Chaperone's Needed:

18

Field Trip Itinerary: May 25: Arrive + Naturalists Lessons  
May 26: Naturalists Lesson + Campfire  
May 27: Naturalists lesson + depart

Administrative Approval:

Wendy Fairson

Board of Director Approval:

**Chico Country Day School  
2021-22 Stipend Addendum**

Stipend Name	Description	Annual	Schedule of Payments
<b>Athletic Director</b>			
Athletic Director	Manages all CCDS sports programs	\$ 6,250.00	Bi-monthly with payroll
<b>Coaching</b>			
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
<b>Mentor Teacher</b>			
Mentor Teacher	Mentor teachers who are working on their credential through an induction program	\$ 1,800.00	Paid Annually in June
<b>Leadership</b>			
Leadership Coach	Lead all Middle School Leadership activities, including coordination of socials & rallies	\$ 1,000.00	Bi-monthly with payroll.
<b>Overnight Field Trips</b>			
Overnight Field trips	provide staff supervision of all students on an overnight field trip	\$ 100.00	Payroll after study trip occurs; per night
<b>Science Camp Coordinator</b>			
Science Camp Coordinator	Provide coordination of 6th grade camping trip	\$ 2,500.00	Bi-monthly with payroll.
<b>Yearbook Coordinator</b>			
Yearbook Elective Teacher	Provide leadership and coordination of yearbook production	\$ 1,200.00	Bi-monthly with payroll.
<b>Independent Study Packets</b>			
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
<b>Math Lead Teacher</b>			
Math Lead Teacher	Provide Leadership and coordination of math instruction for CGI math implementation	\$ 5,000.00	Bi-monthly with payroll.
<b>Teacher In Charge</b>			
Teacher/Employee In Charge	Provide Leadership and coordination of day to day administrative duties if administrators are not available	\$ 200.00	Payroll after admin day occurs; per day

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Chico Country Day School  
(continued)  
CDS #: 04-61424-6113773  
Charter Approving Entity: Chico Unified School District  
County: Butte  
Charter #: 112  
Fiscal Year: 2021-2022

This charter school uses the following basis of accounting:

- Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
 **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>A. REVENUES</b>										
1. Revenue Limit Sources										
State Aid - Current Year	8011	2,517,966.00		2,517,966.00	782,186.97	-	782,186.97	2,093,750.00	-	2,093,750.00
Education Protection Act Funds	8012	1,065,072.00		1,065,072.00	660,843.00		660,843.00	1,391,286.00		1,391,286.00
Charter Schools Gen. Purpose Entl	8015			-			-			-
State Aid - Prior Years	8019	-		-			-			-
Tax Relief Subventions (for rev. lim	8020-8039			-			-			-
County and District Taxes (for rev. l	8040-8079			-			-			-
Miscellaneous Funds (for rev. limit f	8080-8089			-			-			-
Revenue Limit Transfers (for rev. limit funded schools):										
PERS Reduction Transfer	8092			-			-			-
Other Revenue Limit Transfers	8091, 8097			-			-			-
Total, Revenue Limit Sources		3,583,038.00	-	3,583,038.00	1,443,029.97	-	1,443,029.97	3,485,036.00	-	3,485,036.00
2. Federal Revenues										
No Child Left Behind	8290			-			-		66,510.00	66,510.00
Special Education - Federal	8181, 8182	-	74,500.00	74,500.00			-		71,500.00	71,500.00
Child Nutrition - Federal	8220			-			-			-
Other Federal Revenues	8110, 8260-8299	-	59,741.00	59,741.00		54,742.00	54,742.00		404,152.00	404,152.00
Total, Federal Revenues		-	134,241.00	134,241.00	-	54,742.00	54,742.00	-	542,162.00	542,162.00
3. Other State Revenues										
Charter Schools Categorical Block	8590			-			-			-
Special Education - State	StateRevSE		357,423.92	357,423.92		188,574.00	188,574.00		374,431.00	374,431.00
All Other State Revenues	StateRevAO	94,494.00	30,130.00	124,624.00	51,731.00	132,357.00	184,088.00	97,889.00	380,753.00	478,642.00
Total, Other State Revenues		94,494.00	387,553.92	482,047.92	51,731.00	320,931.00	372,662.00	97,889.00	755,184.00	853,073.00
4. Other Local Revenues										
Charter Schools Funding in Lieu of	8096	1,347,312.00		1,347,312.00	711,369.00		711,369.00	1,431,996.00	-	1,431,996.00
All Other Local Revenues	LocalRevAO	180,325.00	129,900.00	310,225.00	118,488.10	629.01	119,117.11	134,675.00		134,675.00
Total, Local Revenues		1,527,637.00	129,900.00	1,657,537.00	829,857.10	629.01	830,486.11	1,566,671.00	-	1,566,671.00
5. TOTAL REVENUES										
		5,205,169.00	651,694.92	5,856,863.92	2,324,618.07	376,302.01	2,700,920.08	5,149,596.00	1,297,346.00	6,446,942.00
<b>B. EXPENDITURES</b>										
1. Certificated Salaries										
Teachers' Salaries	1100	1,596,075.00	112,195.00	1,708,270.00	1,069,879.00	132,928.60	1,202,807.60	1,681,650.00	275,000.00	1,956,650.00
Certificated Pupil Support Salaries	1200	155,000.00	243,830.00	398,830.00	52,802.80	61,373.33	114,176.13	99,705.00	195,000.00	294,705.00
Certificated Supervisors' and Adm	1300	232,000.00	101,330.00	333,330.00	136,725.80	65,915.87	202,641.67	216,182.00	128,900.00	345,082.00
Other Certificated Salaries	1900	54,000.00	8,000.00	62,000.00						
Total, Certificated Salaries		2,037,075.00	465,355.00	2,502,430.00	1,259,407.60	260,217.80	1,519,625.40	1,997,537.00	598,900.00	2,596,437.00
2. Non-certificated Salaries										
Instructional Aides' Salaries	2100	350,000.00	80,100.00	430,100.00	184,372.10	38,039.64	222,411.74	315,000.00	143,525.00	458,525.00
Non-certificated Support Salaries	2200	116,000.00	-	116,000.00	50,342.43	22,768.71	73,111.14	114,710.00		114,710.00
Non-certificated Supervisors' and A	2300	295,445.00	12,500.00	307,945.00	107,377.80	17,788.73	125,166.53	254,000.00	26,750.00	280,750.00
Clerical and Office Salaries	2400	271,500.00	4,950.00	276,450.00	159,695.00	18,099.73	177,794.73	272,900.00	18,445.00	291,345.00
Other Non-certificated Salaries	2900	46,600.00	-	46,600.00	20,395.68	4,725.00	25,120.68	35,590.00	10,865.00	46,455.00
Total, Non-certificated Salaries		1,079,545.00	97,550.00	1,177,095.00	522,183.01	101,421.81	623,604.82	992,200.00	199,585.00	1,191,785.00
3. Employee Benefits										
STRS	3101-3102	341,290.00	78,750.00	420,040.00	193,712.80	57,662.88	251,375.68	304,000.00	112,000.00	416,000.00
PERS	3201-3202	198,750.00	22,559.00	221,309.00	101,803.70	22,061.00	123,864.70	175,525.00	37,825.00	213,350.00
OASDI / Medicare / Alternative	3301-3302	98,775.00	26,800.00	125,575.00	61,400.20	14,853.26	76,253.46	105,258.00	25,475.00	130,733.00
Health and Welfare Benefits	3401-3402	430,000.00	112,600.00	542,600.00	271,620.70	49,192.35	320,813.05	465,650.00	84,500.00	550,150.00
Unemployment Insurance	3501-3502	13,500.00	3,500.00	17,000.00	9,165.64	1,967.94	11,133.58	15,780.00	3,375.00	19,155.00
Workers' Compensation Insurance	3601-3602	28,728.00	2,400.00	31,128.00	28,728.00	2,400.00	31,128.00	28,728.00	2,400.00	31,128.00
Retiree Benefits	3701-3702	-	-	-	-	-	-	-	-	-
PERS Reduction (for revenue limit f	3801-3802	-	-	-	-	-	-	-	-	-
Other Employee Benefits	3901-3902	-	-	-	-	-	-	-	-	-
Total, Employee Benefits		1,111,043.00	246,609.00	1,357,652.00	666,431.04	148,137.43	814,568.47	1,094,941.00	265,575.00	1,360,516.00
4. Books and Supplies										
Approved Textbooks and Core Curr	4100	25,000.00	2,000.00	27,000.00	25,013.31	196.94	25,210.25	26,000.00	2,000.00	28,000.00
Books and Other Reference Materi	4200	26,000.00		26,000.00	2,998.14	7,249.04	10,247.18	3,000.00	20,000.00	23,000.00
Materials and Supplies	4300	110,000.00	5,000.00	115,000.00	46,350.43	41,357.30	87,707.73	79,450.00	50,000.00	129,450.00
Noncapitalized Equipment	4400	84,500.00	5,000.00	89,500.00	5,340.20	29,110.24	34,450.44	10,000.00	36,000.00	46,000.00
Food	4700	10,000.00	200.00	10,200.00	7,835.65	615.54	8,451.19	12,000.00	2,000.00	14,000.00
Total, Books and Supplies		255,500.00	12,200.00	267,700.00	87,537.73	78,529.06	166,066.79	130,450.00	110,000.00	240,450.00
5. Services and Other Operating Exp										
Travel and Conferences	5200	10,500.00	4,500.00	15,000.00	21,234.05	34,215.00	55,449.05	25,000.00	38,251.00	63,251.00
Dues and Memberships	5300	12,750.00	250.00	13,000.00	5,340.00	1,971.48	7,311.48	12,750.00	2,000.00	14,750.00
Insurance	5400	100,000.00	3,758.00	103,758.00	78,420.59		78,420.59	100,000.00	3,758.00	103,758.00
Operations and Housekeeping Serv	5500	95,000.00	-	95,000.00	63,336.34	-	63,336.34	108,775.00		108,775.00
Rentals, Leases, Repairs, and Non	5600	310,000.00	26,000.00	336,000.00	151,711.70	57,502.66	209,214.36	260,000.00	58,000.00	318,000.00
Professional/Consulting Services an	5800	285,000.00	82,500.00	367,500.00	197,121.30	19,594.75	216,716.05	300,000.00	45,895.00	345,895.00
Communications	5900	30,000.00	500.00	30,500.00	6,424.08		6,424.08	25,000.00	500.00	25,500.00
Total, Services and Other Op		843,250.00	117,508.00	960,758.00	523,588.06	113,283.89	636,871.95	831,525.00	148,404.00	979,929.00

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Chico Country Day School  
(continued)  
CDS #: 04-61424-6113773  
Charter Approving Entity: Chico Unified School District  
County: Butte  
Charter #: 112  
Fiscal Year: 2021-2022

This charter school uses the following basis of accounting:

- Accrual Basis** (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)  
 **Modified Accrual Basis** (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Budget		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>6. Capital Outlay</b> (Objects 6100-6170, 6200-6500)										
Sites and Improvements of Sites	6100	-	-	-	-	-	-	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-	-	-	-	-	-	-
Books and Media for New School Libraries										
Expansion of School Libraries	6300	-	-	-	-	-	-	-	-	-
Equipment	6400	-	-	-	-	-	-	-	-	-
Equipment Replacement	6500	-	-	-	-	-	-	-	-	-
Depreciation Expense (for full accrual)	6900	237,350.00	-	237,350.00	-	-	-	237,350.00	-	237,350.00
Total, Capital Outlay		237,350.00	-	237,350.00	-	-	-	237,350.00	-	237,350.00
<b>7. Other Outgo</b>										
Tuition to Other Schools	7110-7143	-	-	-	-	-	-	-	-	-
Transfers of Pass-through Revenue	7211-7213	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other Schools	7221-7223SE	-	-	-	-	-	-	-	-	-
Transfers of Apportionments to Other Agencies	7221-7223AO	-	-	-	-	-	-	-	-	-
All Other Transfers	7280-7299	-	-	-	-	-	-	-	-	-
Debt Service:										
Interest	7438	66,622.95	-	66,622.95	33,609.00	-	33,609.00	66,622.95	-	66,622.95
Principal	7439	-	-	-	-	-	-	-	-	-
Transfers of Indirect / Direct Support	7300-7399	-	-	-	-	-	-	-	-	-
Total, Other Outgo		66,622.95	-	66,622.95	33,609.00	-	33,609.00	66,622.95	-	66,622.95
<b>8. TOTAL EXPENDITURES</b>		5,630,385.95	939,222.00	6,569,607.95	3,092,756.44	701,589.99	3,794,346.43	5,350,625.95	1,322,464.00	6,673,089.95
<b>C. EXCESS (DEFICIENCY) OF REVENUES BEFORE OTHER FINANCING SOURCES</b>		(425,216.95)	(287,527.08)	(712,744.03)	(768,138.37)	(325,287.98)	(1,093,426.35)	(201,029.95)	(25,118.00)	(226,147.95)
<b>D. OTHER FINANCING SOURCES / USES</b>										
1. Other Sources	8930-8979	-	-	-	-	-	-	-	-	-
2. Less: Other Uses	7630-7699	-	-	-	-	-	-	-	-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(287,527.08)	287,527.08	-	-	-	-	(25,118.00)	25,118.00	-
4. TOTAL OTHER FINANCING SOURCES		(287,527.08)	287,527.08	-	-	-	-	(25,118.00)	25,118.00	-
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE</b>		(712,744.03)	-	(712,744.03)	(768,138.37)	(325,287.98)	(1,093,426.35)	(226,147.95)	-	(226,147.95)
<b>F. FUND BALANCE, RESERVES</b>										
1. Beginning Fund Balance										
a. As of July 1	9791	8,035,970.41	186,498.00	8,222,468.41	8,035,970.41	186,498.00	8,222,468.41	8,035,970.41	186,498.00	8,222,468.41
b. Adjustments to Beginning Balance	9793, 9795	0	-	-	-	-	-	-	-	-
c. Adjusted Beginning Balance		8,035,970.41	186,498.00	8,222,468.41	8,035,970.41	186,498.00	8,222,468.41	8,035,970.41	186,498.00	8,222,468.41
2. Ending Fund Balance, June 30 (E + F)		7,323,226.38	186,498.00	7,509,724.38	7,267,832.04	(138,789.98)	7,129,042.06	7,809,822.46	186,498.00	7,996,320.46
Components of Ending Fund Balance										
Reserve for Revolving Cash (equals object 9711)	9711	475,000.00	-	475,000.00	475,000.00	-	475,000.00	475,000.00	-	475,000.00
Reserve for Stores (equals object 9712)	9712	-	-	-	-	-	-	-	-	-
Reserve for Prepaid Expenditures (equals object 9713)	9713	-	-	-	-	-	-	-	-	-
Reserve for All Others	9719	270,000.00	-	270,000.00	270,000.00	-	270,000.00	270,000.00	-	270,000.00
General Reserve	9730	265,000.00	-	265,000.00	265,000.00	-	265,000.00	265,000.00	-	265,000.00
Legally Restricted Balance	9740	-	3,853,885.50	3,853,885.50	-	3,360,900.37	3,360,900.37	-	3,241,295.53	3,241,295.53
Designated for Economic Uncertainty	9770	475,000.00	-	475,000.00	475,000.00	-	475,000.00	475,000.00	-	475,000.00
Other Designations	9775, 9780	-	198,622.80	198,622.80	-	198,623.00	198,623.00	-	-	-
Undesignated / Unappropriated Amount	9790	5,838,226.38	(3,866,010.30)	1,972,216.08	5,782,832.04	(3,698,313.35)	2,084,518.69	6,324,822.46	(3,054,797.53)	3,270,024.93







## **Teacher on Special Assignment: Behavior Support Teacher**

### **Background information**

CCDS has experienced an escalation of student behavior due to the Covid-19 pandemic and the after effects on children. Using federal funding, CCDS is proposing the addition of a 0.50 FTE Behavior Support Teacher from March 1- June 2.

### **Educational Implications**

The educational program will be enhanced through better classroom management and behavior supports for students and teachers will be supported by the addition of a 0.50 teacher on special assignment. The teacher is a 0.50 FTE job share, and is full time. This special assignment will not pull her away from current assignments, but instead formalizes her position.

### **Fiscal Implications**

This position will be supported using ESSER II and Title 1 Federal Funding and aligns with both sets of requirements for the funding.

Costs: \$10,194.82

This is included in the 2<sup>nd</sup> Interim budget.

# **TEACHER ON SPECIAL ASSIGNMENT (TOSA)**

## **Behavior Support Teacher**

**Reports to:** Director of Student Support Services, Chico Country Day School

**Summary:** The Behavior Support Teacher works with all staff to develop an understanding of a variety of methods to improve student behavior. They also provide staff development activities and develop and assist teachers in facilitating the implementation of behavior supports in the general education setting.

### **Qualifications:**

1. Five years of teaching experience, valid CA teaching credential required
2. Project Based Learning teaching experience preferred
3. Experience working in a K-8 environment
4. Ability to relate to students, parents, and staff in a positive and professional manner
5. Ability to communicate effectively, both verbally and in writing

### **Essential Job Functions:**

#### **Programmatic Development and Supervision**

- Works with teachers to assess and improve student behavior
- Provides behavioral assessments when necessary and appropriate
- Develops and facilitates the implementation of behavior supports
- Provides home/school behavior intervention support models
- Provides staff development that focuses on students with difficult behaviors and related topics
- Participates in SST's as requested
- Supports paraprofessionals assigned to students with difficult behaviors
- Supports other staff, including After School Program or Preschool program in developing behavior interventions and responses
- Available to answer questions regarding the behavior programs at CCDS.

#### **Student Support**

- Supports discipline of students as specified in the CCDS discipline policy.
- Coordinates and resolves student and parent issues regarding student discipline
- Promotes and ensures implementation of Positive Behavioral Interventions and Supports (PBIS)
- Promotes and ensures character building skills are integrated into classroom, playground and school events.

#### **Additional Duties/Support**

- Supports the implementation of the LEA's local assessment systems
- Assists in coordinating CASSPP state testing, including ELPAC and physical fitness testing
- Supports Charter Renewal, WASC and LCAP process
- Updated School Accountability Report Card and ensures compliance with regulations
- Performs other duties as assigned

**Supervises:** None

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the CCDS policies.

**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. 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.*

## **Summer School Administrator**

### **Background information**

CCDS will be supporting a summer program in 2022. The need for administration of that program was absorbed by the current administrative team last year. However, this was expensive and overly burdened the administrative staff. While this proposal will still include the administrators as guidance for the summer school administrator, by having one person in charge of the program, the summer program will be more efficient and alleviate potential overwork.

### **Educational Implications**

The summer program enhances the educational opportunities for our students and aligns with requirements for various grants and federal funding.

### **Fiscal Implications**

This position will be supported using ESSER II, In Person Instruction grant, the Expanded Learning Opportunities Grant and the Expanded Learning Opportunities Program.

Costs: up to \$12,000

This is included in the 2<sup>nd</sup> Interim budget.

## Summer School Administrator

**Reports to:** Director of Education, Chico Country Day School

**Summary:** The Summer School Principal (SSP) is responsible for the supervision and outcomes of all aspects of the summer school program, including discipline, attendance and supervision of students. The SSP is also responsible for administration of the summer school program, including planning and coordination, program implementation, staff supervision and reporting.

### Qualifications:

1. Five years of teaching experience
2. Project Based Learning teaching experience preferred
3. Experience working in a K-8 environment
4. Ability to relate to students, parents, and staff in a positive and professional manner
5. Ability to communicate effectively, both verbally and in writing

### Essential Job Functions:

#### Programmatic Development and Supervision

- Provides leadership, establishes, monitors implementation, and evaluates the summer school program
- Responsible for summer school programming and staffing, as well as scheduling
- Collaborates with all staff to create and cultivate a safe and positive school culture and climate for students and staff
- Communicates with students, parents and administration about student progress
- Supervises attendance data and reporting, calling parents if students are absent
- Supports teachers in creating a supportive and positive learning environment
- Collaborates with teachers and other staff to provide academic intervention support if necessary
- Assumes responsibility for the safety and welfare of all students in classrooms and on campus.
- Follows established policies and procedures for reporting incidents as necessary.
- Demonstrates knowledge of and support of CCDS' mission, vision, standards, policies and procedures, confidentiality standards and charter
- Performs other duties as assigned

#### Communication with constituents

- Available to answer questions regarding the summer programs at CCDS.
- Oversees enrollment and waiting list issues.
- Communicates with the community through newsletter and e-flier.

#### Student Support

- ~~Attends SST and IEP meetings as needed~~ (this shouldn't be needed in summer?)
- Coordinates and resolves student and parent issues regarding student discipline
- Promotes and ensures implementation of Positive Behavioral Interventions and Supports (PBIS)

**Supervises:** Certificated summer staff members (should this say certificated and classified?)

#### Work Schedule and Salary:

Daily rate for summer school administrator.

Summer School schedule: June 13 - July 15, 2022

Monday - Friday (8:00am - 1:00pm)

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board of Directors policies.

**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. 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.*

Management

DRAFT March 2022

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 10	Step 15	Step 20	Step 25	Step 30
Director of Education	212										
	Hourly	\$ 57.85	\$ 59.59	\$ 61.37	\$ 63.21	\$ 65.11	\$ 68.37	\$ 71.78	\$ 75.37	\$ 79.14	\$ 83.10
	Daily	\$ 462.80	\$ 476.68	\$ 490.98	\$ 505.71	\$ 520.88	\$ 546.93	\$ 574.27	\$ 602.99	\$ 633.14	\$ 664.79
	Annually	\$ 98,113	\$ 101,056	\$ 104,088	\$ 107,211	\$ 110,427	\$ 115,948	\$ 121,746	\$ 127,833	\$ 134,225	\$ 140,936
	w/MA	\$ 99,778	\$ 102,721	\$ 105,753	\$ 108,876	\$ 112,092	\$ 117,613	\$ 123,411	\$ 129,498	\$ 135,890	\$ 142,601
Director of Student Affairs	212										
	Hourly	\$ 57.85	\$ 59.59	\$ 61.37	\$ 63.21	\$ 65.11	\$ 68.37	\$ 71.78	\$ 75.37	\$ 79.14	\$ 83.10
	Daily	\$ 462.80	\$ 476.68	\$ 490.98	\$ 505.71	\$ 520.88	\$ 546.93	\$ 574.27	\$ 602.99	\$ 633.14	\$ 664.79
	Annually	\$ 98,113	\$ 101,056	\$ 104,088	\$ 107,211	\$ 110,427	\$ 115,948	\$ 121,746	\$ 127,833	\$ 134,225	\$ 140,936
	w/MA	\$ 99,778	\$ 102,721	\$ 105,753	\$ 108,876	\$ 112,092	\$ 117,613	\$ 123,411	\$ 129,498	\$ 135,890	\$ 142,601
Director of Student Support Services	212										
	Hourly	\$ 57.85	\$ 59.59	\$ 61.37	\$ 63.21	\$ 65.11	\$ 68.37	\$ 71.78	\$ 75.37	\$ 79.14	\$ 83.10
	Daily	\$ 462.80	\$ 476.68	\$ 490.98	\$ 505.71	\$ 520.88	\$ 546.93	\$ 574.27	\$ 602.99	\$ 633.14	\$ 664.79
	Annually	\$ 98,113	\$ 101,056	\$ 104,088	\$ 107,211	\$ 110,427	\$ 115,948	\$ 121,746	\$ 127,833	\$ 134,225	\$ 140,936
	w/MA	\$ 99,778	\$ 102,721	\$ 105,753	\$ 108,876	\$ 112,092	\$ 117,613	\$ 123,411	\$ 129,498	\$ 135,890	\$ 142,601
Chief Business Officer	212										
	Hourly	\$ 57.85	\$ 59.59	\$ 61.37	\$ 63.21	\$ 65.11	\$ 68.37	\$ 71.78	\$ 75.37	\$ 79.14	\$ 83.10
	Daily	\$ 462.80	\$ 476.68	\$ 490.98	\$ 505.71	\$ 520.88	\$ 546.93	\$ 574.27	\$ 602.99	\$ 633.14	\$ 664.79
	Annually	\$ 98,113	\$ 101,056	\$ 104,088	\$ 107,211	\$ 110,427	\$ 115,948	\$ 121,746	\$ 127,833	\$ 134,225	\$ 140,936
	w/MA	\$ 99,778	\$ 102,721	\$ 105,753	\$ 108,876	\$ 112,092	\$ 117,613	\$ 123,411	\$ 129,498	\$ 135,890	\$ 142,601
School Psychologist	195										
	Hourly	\$ 46.79	\$ 48.20	\$ 49.64	\$ 51.13	\$ 52.67	\$ 55.30	\$ 58.07	\$ 60.97	\$ 64.02	\$ 67.22
	Daily	\$ 374.36	\$ 385.59	\$ 397.16	\$ 409.07	\$ 421.34	\$ 442.41	\$ 464.53	\$ 487.76	\$ 512.15	\$ 537.75
	Annually	\$ 73,000	\$ 75,190	\$ 77,446	\$ 79,769	\$ 82,162	\$ 86,270	\$ 90,584	\$ 95,113	\$ 99,869	\$ 104,862
	w/MA	\$ 74,665	\$ 76,855	\$ 79,111	\$ 81,434	\$ 83,827	\$ 87,935	\$ 92,249	\$ 96,778	\$ 101,534	\$ 106,527
Summer School Principal	Daily	\$ 400.00	\$ 420.00	\$ 441.00	\$ 463.05	\$ 486.20	\$ 510.51	\$ 536.04	\$ 562.84	\$ 590.98	\$ 620.53
	w/MA	\$ 412.00	\$ 432.00	\$ 453.00	\$ 475.05	\$ 498.20	\$ 522.51	\$ 548.04	\$ 574.84	\$ 602.98	\$ 632.53



## **Update in Parent Handbook - Mask Policy Update**

### **Face Coverings**

- All public schools, including CCDS, are required to follow CDPH/BCPH guidelines regarding face coverings. After March 11, 2022 CDPH guidance will shift to strongly recommend mask and will not require masking while indoors, regardless of vaccination status.
- If a student or staff would like to wear a mask one will be provided upon request.

### **Cafeteria and Recess Protocols**

- To the extent possible, students will maintain 3 feet of distance while unmasked for the purpose of eating and drinking
- Workers or other persons handling or serving food must use gloves in addition to face coverings

### **Co/Extra-Curricular Events**

- Assemblies, field work, promotions, Exhibitions of Learning, and Back to School Night events will be held virtually or, if in-person, will follow all safety, social distancing, and masking guidelines.

### **Cleaning and Disinfecting**

- Daily cleaning and disinfecting will be done by CCDS custodial staff
- Classrooms will be supplied with hand sanitizers and cleaning supplies
- Sharing of Equipment/Materials- Students and staff are requested to clean shared classroom equipment on a regular basis.