

**RIDGECREST CHARTER SCHOOL
GOVERNING BOARD**

Concurrent

Wednesday August 22, 2018

Time: 5:00 PM

325 South Downs Street, Ridgecrest, CA 93555

I. Concurrent Agenda

II. ITEMS SCHEDULED FOR ACTION

1. Approval for Administrator's Professional Activities (continued from agenda)

Motion: _____ Second: _____ Vote: _____

2. Approval of Stipends

Motion: _____ Second: _____ Vote: _____

III. ADJOURNMENT

The meeting was adjourned at _____.

In compliance with the Americans with Disabilities Act (ADA) and upon request, the School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modifications of the agenda in order to participate in Board meetings are invited to contact the Director's office. Per Brown Act 54954.3(a) at any special meeting the public has the right to address any item described in the agenda before or during consideration of that item.

Subject:	X Action Item
	<input type="checkbox"/> Consent Agenda
	<input type="checkbox"/> First Read
Approval for Administrators' Professional Activities	<input type="checkbox"/> Information
	<input type="checkbox"/> Presentation
	<input type="checkbox"/> Public Hearing
	<input type="checkbox"/> Roll Call Vote Required

The contracts for school administrators, have clauses that allow for reimbursement for professional development activities.

Professional Activities. *The Executive Director shall endeavor to maintain and improve his/her professional competence by all available means, including, but not limited to, joining and participating in appropriate local, state, and national educational associations and their activities, as well as workshops, visitations, and meetings. The Executive Director shall select such activities, subject to the approval of the Charter School Board. For activities approved by the Charter School Board, the Charter School shall reimburse the Executive Director for all reasonable expenses incurred in connection with these activities, not to exceed One-thousand-five hundred dollars (\$1,500) per year. Upon prior approval of the Charter School Board, such expenses described in this section of the contract may be paid for by the Charter School in advance.*

Dr. Martinez is asking for RCS to cover the cost of his membership to the Association of California School Administrators (ACSA).

Fiscal Impact
\$1,226.40 (.0105 x 17-18 annual salary)

Recommendation
Approve the cost of his membership to the Association of California School Administrators (ACSA) for Dr. Martinez.



ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

1575 Bayshore Highway, Burlingame, CA 94010 ▶ Phone 650.692.4300 ▶ 800.608.2272 ▶ Fax 650.692.7297

Renewal - ACSA Full Regular Membership for July 1, 2018 - June 30, 2019 & Optional PAC, ADV and National/State Association Renewal for 2018-2019

Steven F. Martinez [Redacted] [Redacted]	Please enter or update member data:
	Title: <u>Executive Director</u>
	District: <u>SBE - Ridgcrest Charter</u>
	School: _____
	E-mail: <u>[Redacted]</u>
	Phone: <u>760 375 1010</u>

Section A: ACSA Dues Paid By Members or Districts (See Section B & C for PAC & National/State Dues)

Dues Calculation: ACSA dues for full Regular members are based on annual salary.

→ Total annual salary* as of June 2018 \$ _____ x .0105 = → \$ _____
(Salary required. Do not leave blank.)

Minimum = \$495.60 for members earning under \$47,200.

Maximum = \$1,779.40 for members earning \$169,500 or more.

*Administrator/teachers: use administrator earnings only.

Section B: Optional Renewal of Political Action Committee Contribution (PAC) - Self Paid Only

Check here if you wish to contribute \$78/annually to ACSA's Political Action Committee:

Renew/Add
+ **78.00 PAC**

Section C: Optional Renewal of National and State Association Membership(s) Self Paid or District Paid

You have been paying dues through ACSA for the organizations checked (✓) below. To renew or add membership for any of the following, please check the 'Renew/Add' box on the right. Add up your National/State dues and write the total in the 'Total National/State Dues' box.

		Renew/Add
<input type="checkbox"/> California Association of African-American Superintendents and Administrators	\$500.00	<input type="checkbox"/>
<input type="checkbox"/> National Association of Secondary School Principals	\$250.00	<input type="checkbox"/>
<input type="checkbox"/> California Association of Latino Superintendents and Administrators	\$300.00	<input type="checkbox"/>
<input type="checkbox"/> National Association of Elementary School Principals	\$235.00	<input type="checkbox"/>

Total National/State Dues \$ _____



Enter Total Annual Dues Here → \$ _____

ACSA dues + PAC or ADV contribution + National dues + State dues

Section C: Payment Option

Member Pay

Payroll Deduction.

→ Signature _____ Date _____

I agree that my dues will be deducted by my payroll office. This authorization shall remain in effect until revoked in writing by me or by ACSA. I consent to the adjustment of such deduction to reflect any change in dues of which the payroll office may be advised by the organization.

Three equal installments - attach check for 1/3 of total dues. Please remit before 9/15/18.
Note: This plan is available only for renewals with first payment received before 9/15/18.

Full payment - enclose check. Please remit before 9/15/18.

Mastercard/Visa (full payment only).

Card # _____ Expiration _____

Signature _____ Date _____

District/County Office Pays

If choosing this option, send form to district for authorization and payment. This section must be completed by district or county office.

Please Indicate:

ACSA Dues National Org Dues

PO # _____ PO enclosed

Full payment - check enclosed

Bill District monthly

District MasterCard/Visa#: Full Payment
Card# _____ Exp _____

**Please remit before 9/15/18

Authorizing Party (Please Print) _____

Phone Number _____

Member Job Classification - Please check appropriate box

- | | |
|---|--|
| <input type="checkbox"/> Certificated Mgmt or Supv | <input type="checkbox"/> CA Dept of Ed, or CTC |
| <input type="checkbox"/> Classified Mgmt or Supv | <input type="checkbox"/> Confidential |
| <input type="checkbox"/> Professors of Ed (Associate membership optional) | <input type="checkbox"/> Other (specify) _____ |

S-6400 R-0078132

Contributions to support ACSA/ACSA's political activities are not tax deductible. ACSA retains sole discretion over use of member political contributions. Dues may be deductible as business expenses. ACSA estimates that the non-deductible portion of dues allocable to lobbying is 13.3%.

THANK YOU FOR RENEWING YOUR ACSA MEMBERSHIP!

Subject:	<input checked="" type="checkbox"/> Action Item
	<input type="checkbox"/> Consent Agenda
	<input type="checkbox"/> First Read
2018-2019 Stipend Positions	<input type="checkbox"/> Information
	<input type="checkbox"/> Presentation
	<input type="checkbox"/> Public Hearing
	<input type="checkbox"/> Roll Call Vote Required

Background

RCS has provided stipends to teachers and support staff for additional responsibilities during the school year.

Fiscal Impact

Approximately \$37,050

Recommendation

Approve the 2018-2019 Stipends List as presented

**Stipend Positions
2018-2019**

Position	Description	Documents to be submitted no later than	# of Positions	Amount Per Position
Student Study Team Leader	Coordinate and attend student study team meetings. Responsibilities scheduling meetings; collecting required paperwork; notifying parents, teachers, and administrators; scheduling follow up meetings.	Meetings record of 2017-2018 SST meetings	1	\$1,300
Student Study Team Member	Attend student study team meetings. Assist Student Study Team Leader.	Sample of SST Action Plans	1	\$1,000
Head Coach	Organize and coach sports teams. Responsibilities include holding tryouts, practices, attending games, arranging transportation for games, arranging end of season banquet.	Practice Schedule(s) Game (s)	TBD-based on number of teams.	\$1,500 per team
Coordinator-Pep Squad	Teach and lead elementary students in cheer. Attend elementary and middle school volleyball and basketball games	Roster Attendance	1	\$750
Student Advisor-Anchored for Life	Coordinate Anchored for Life student club that includes trainings, meetings, and projects	Meetings, trainings	1	\$750

Position	Description	Documents to be submitted no later than	# of Positions	Amount Per Position
Assistant Coach Open to all staff	Assist the head coach. Responsibilities may include assisting with tryouts, transportation, attending games, and arranging end of season banquet.	Practice Schedule(s) Game (s)	TBD	\$350 per team
Student Council Advisor	Advise middle school student council. Responsibilities include: advising elections; coordinating meetings twice each month; advising the student council financial account; creating a RCS student council constitution or bylaws.	election results, meeting agendas and minutes, constitution or bylaws	1	\$750
Talent Show Coordinator	Plan, coordinate talent show. Host auditions and talent show. Communicate with administration, staff, and parents about the event	Auditions Talent show	1	\$300
After School Tutoring Coordinator (formerly Response to Intervention)	Oversee the afterschool tutoring program. Responsibilities include collecting and monitoring attendance; collecting and monitoring student academic data; assisting teachers with organizing their tutoring programs. Requires availability until 4:30 p.m. on tutoring days.	After school tutoring records; student progress records	1	\$1,500

Position	Description	Documents to be submitted no later than	# of Positions	Amount Per Position
NWEA and CAASPP Testing Coordinator Open to all staff	Coordinate the schools' benchmark assessments 3 times each year; beginning of the year pre-assessments; and CAASPP assessments. Responsibilities include scheduling testing for NWEA and CAASPP, attending NWEA and CAASPP trainings, generating reports.	Testing schedules; Student reports	1	\$3,000
PBIS Coordinator Open to all staff	Coordinate the PBIS program. Responsibilities include facilitating monthly PBIS meetings, monitoring the PBIS program, and coordinating volunteers and staff.	Meeting agendas and minutes	1	\$1,000
G.A.T.E. Coordinator	Coordinate the Gifted and Talented Program for students in 4 th through 8 th grades. Provide support to teachers through professional development, identification, and lessons. Coordinate the GATE identification process that includes assessment. Communicate with parents and teachers regarding differentiation for GATE students. Host information sessions for parents with GATE students.	Referrals, student assessments, professional development materials	1	\$750

Position	Description	Documents to be submitted no later than	# of Positions	Amount Per Position
Science Fair Coordinator	Coordinate science fair for TK-8 grades. Attend science fair trainings at Kern County Superintendent of Schools and science fair in Bakersfield in March. Distribute science fair materials and communicate with teachers and administrators. Coordinate with History Day Coordinator to include social science as part of the science fair	Materials distributed to teachers	2	\$750
English Language Learner Coordinator	Coordinate the English Language Learner program. Administer state and school assessments. Provide support to teachers regarding English language learners in the classroom. Attend trainings.	Student assessments, teacher support materials	1	\$750
PTO Teacher Liaison	Act as the liaison between the PTO and the staff. Be the voice and represent staff that are unable to attend PTO meetings. Assist PTO in coordinating PTO events. Communicate between PTO and teachers and gather input from teachers to share with PTO	PTO meeting minutes	1	\$500

Position	Description	Documents to be submitted no later than	# of Positions	Amount Per Position
P.E. Coordinator	Support teachers in support staff in physical education. Responsibilities include leading professional development sessions 3 times each year, answering questions regarding p.e. lessons, researching best teaching practices in physical education, inventory and order supplies.	Professional development materials	1	\$1,000
BTSA Support Provider	Act as a BTSA mentor to teachers in the BTSA program. Facilitate BTSA meetings with teachers, complete BTSA requirements on time.	BTSA required mentor s Submissions	1	\$700 per participating mentee teacher
8 th Grade Promotion Coordinator	Coordinate 8 th grade promotion activities. Responsibilities include: PowerPoint slide show; student awards; class titles; gowns, photos, and magic mountain trip	PowerPoint slide show; Awards; Magic Mountain Trip; Graduation Event	1	\$500

Position	Description	Documents to be submitted no later than	# of Positions	Amount Per Position
Junior Olympics Open to all staff	Coordinate junior Olympics held during spring at RCS and any local and regional junior Olympics events. Communicate schedule and events with teachers and administrators. Set up Olympic events.	Junior Olympics schedule	2	\$500 (\$1,000)
Math Field Day	Coordinate middle school math field day event in the spring to be held in Bakersfield. Responsibilities include coordinating school and student registration, transportation, and student practices.	Mathletes participation roster	1	\$500
Thankful Feast Open to all staff	Coordinate the annual Thankful Feast held in November. This means creating the menu, collecting food donations, preparing (cooking) food, and coordinating volunteers.	successful Event	1	\$500
Spelling Bee	Coordinate the spelling bee at RCS and for RCS student participants at the regional/county and state levels (if students advance). Communicate spelling lists, materials, and schedules with teachers and administrators.	event schedule	1	\$750

Position	Description	Documents to be submitted no later than	# of Positions	Amount Per Position
Geography Bee	Coordinate the geography bee at RCS and for RCS student participants at the regional/county and state levels (if students advance). Communicate and share materials and schedules with teachers and administrators.	Event Schedule	1	\$750
Yearbook Coordinator	Coordinate the yearbook club and yearbook production. Communicate with teachers and administrators yearbook information.	Yearbook	1	\$750
K-Kids	Coordinate the K-Kids club and RCS and/or community service learning projects.	Evidence of 3 completed projects	1	\$750
Camp KEEP Coordinator	Coordinate the 5 th grade Camp KEEP trip. Responsibilities include fundraising; arranging transportation; collecting payments; arranging volunteers; communicating with parents, other teachers, and administrators.	Attendance list Information meeting sign in sheet Transportation arrangements Parent notices	1	\$1,000
Position	Description	Documents to be submitted no later than	# of Positions	Amount Per Position

Data Coordinator	Coordinate all state and federal required data for the school. Submit data to reporting agencies such as CALPADS, CRDC, McKinney Vento, Physical Education, and any other required state and federal data.	Data Submissions	2	\$2,000
Above and Beyond Open to all staff	Teachers and support staff may submit a proposal. Proposals must include a description of the event, tasks involved, and any materials needed.	TBD	TBD	\$500

DRAFT