

**BOARD OF TRUSTEES
SPECIAL BOARD MEETING
May 1, 2023 5pm
Ridgewood Commons
2060 Ridgewood Drive Cutten, CA 95503**

1.0 CALL TO ORDER/FLAG SALUTE

2.0 VISITOR COMMENTS ON NON-AGENDA ITEMS

The Board reserves the right to limit speakers to three minutes only. The Board may comment but cannot take action at this time. The Board President may refer the matter to the Superintendent for review, if appropriate.

3.0 PUBLIC COMMENT ON CLOSED SESSION ITEM

4.0 CLOSED SESSION

With respect to every item of business to be discussed in closed session:

4.1 *PUBLIC EMPLOYEE-DISCIPLINE/DISMISSAL/RELEASE (GC § 54957).*

4.2 *CONFERENCE WITH LABOR NEGOTIATOR (GC § 54957.6)*

Agency Negotiator: Becky MacQuarrie

Name of organization representing employees: Humboldt Bay Teachers Association

5.0 RECONVENE TO OPEN SESSION

Report of Action Taken

6.0 INFORMATION / POSSIBLE ACTION ITEMS

6.1 Discussion/Approval 1 Year 1.0 FTE Certificated Teaching Position Leave of Absence

6.2 Consider Approval of the Expanded Learning Community Coordinator Job Description

6.3 Consider Approval of 1.0 FTE Certificated Temporary Teaching Position HBTA MOU

6.4 Discussion/Approval Tentative Certificated Staffing 2023-2024

7.0 SUPERINTENDENT REPORT

8.0 BOARD MEMBER COMMENTS / COMMUNICATION

9.0 ADJOURNMENT

NOTICE: Any writing, not exempt from public disclosure under Government Code Section 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22, which is distributed to all or a majority of the members of the governing board by any person in connection with a matter subject to discussion or consideration at an open meeting of the board is available for public inspection at Ridgewood School, 2060 Ridgewood Drive, Eureka

CUTTEN ELEMENTARY SCHOOL DISTRICT

JOB TITLE: Expanded Learning Community Coordinator (ELCC)

JOB SUMMARY: The Expanded Learning Community Coordinator (ELCC) will work with classroom teachers and administrators to improve academic, behavioral, and social-emotional student outcomes within a Multi Tiered System of Supports (MTSS) model. The (ELCC) will work directly with teachers to increase their capacity in the use of instructional best practices in core academic content areas, Social Emotional Learning, and Positive Behavior Interventions and Supports (PBIS). In order to meet this purpose, the (ELCC) will offer personalized support as needs are identified and requested at the sites. As needed and directed by the site principals and district superintendent, the (ELCC) will support students in individual and small-group settings, after, and during regular school hours. In addition, the (ELCC) will be responsible for the delivery of both site and District professional development activities and will act as the Administrative Designee when the site principal is not on campus.

The (ELCC) is a dedicated staff member responsible for coordinating and supporting programs that address the learning barriers for students. Additionally, the (ELCC) is responsible for implementing systems, procedures, and policies; monitoring and implementing projects. The position will require travel to various school sites served by this program.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would be likely to provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of employment in the field of teaching working with school-age children.

Education: A Bachelor's degree in education.

LICENSE OR CERTIFICATE:

- CA teaching credential
- Administrative Services Credential is preferred

DESIRABLE QUALIFICATIONS:

- Self-directed and works well independently
- Exercises good judgment
- Ability to learn and adapt to new technology
- Ability to use multimedia materials and office equipment
- Has understanding and value for a culturally and ethnically diverse population
- Organized
- Good time management
- Good communication skills, written and verbal
- Problem solving skills
- Flexibility
- Ability to travel to other sites/locations
- Ability to input and interpret data in a timely manner

Accountability Plan (LCAP) goals.

- Work with school staff and administration to integrate academic and non-academic supports.
- Help design and support expanded learning opportunities for students.
- Coordinate the allocation of space for student and family support services.
- Coordinate all services that are part of the community school's initiatives that take place during and beyond the school day. Services can include but are not limited to expanded learning opportunities, health services, mental health services, parent/family engagement, and direct material assistance.
- Work to align current initiatives with the community school's pillars i.e. MTSS, PBIS, UDL, etc.
- Perform other duties as assigned by the superintendent.

**Memorandum of Understanding between
the Humboldt Bay Teachers Association and
Cutten School District**

SUBJECT: Expanded Learning Community Coordinator (ELCC)

For the 2023 - 24 school year, the District will interview and employ a 1.0 Certificated employee to fulfill the requirements of the California Community School Partnership Program (CCSPP) Planning Grant. While this is planned as a two year position, the position will be reviewed for renewal yearly.

1. The District will interview for the position. The position will be placed on the HBTA salary schedule.
2. The job description and qualifications:

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The (ELCC) is a dedicated staff member responsible for coordinating and supporting programs that address the learning barriers for students. Additionally, the (ELCC) is responsible for implementing systems, procedures, and policies; monitoring and implementing projects. The position will require travel to various school sites served by this program. See full job description for more details.

3. This agreement shall not set a precedent for any reason.

HBTA

Date

District

Date

Grade Level Totals	Class Size	Ridgewood		Cutten	
		SDC	9	SDC	9
35	17	TK	17	4	22
	18		18	5	22
	9		9	5	24
70	20	K	20	5	25
	20		20	5	25
	21		21	11	11
	7		7		
64	18	1	18		
	19		19		
	20		20		
	20		20		
61	20	2	20		
	21		21		
	20		20		
	22		22		
88	22	3	22		
	22		22		
	22		22		
	20		20		
64	22	4	22		
	22		22		
	11		11		
85	24	5	24		
	25		25		
	25		25		
	11		11		
85	24	6	24		
	25		25		
	26		26		
Total		556		14 Teachers	

Grade Level Totals	Class Size	Ridgewood		Cutten	
		SDC	10	SDC	10
33	17	TK	17	4	23
	16		16	5	22
80	20	K	20	5	22
	20		20	5	23
	20		20	5	23
	20		20	5	23
	26		26	6	28
80	27	1	27	6	29
	27		27	6	29
	27		27	6	29
63	21	2	21		
	21		21		
	21		21		
	20		20		
62	21	3	21		
	21		21		
	21		21		
	22		22		
91	23	4	23		
	23		23		
	23		23		
67	22	5	22		
	22		22		
	23		23		
86	28	6	28		
	29		29		
	29		29		
Total		562		13 Teachers	

or

1/2 combo	23
	23
	22
1/2 = 12 + 8 = 20	19
	18
	18

now 14 teachers

or 4/5 combo	4-26
	4/26
	4/26
4/5-13+13=26	5-27
	5-27
	5-27

now 12 teachers