

Closed Session: With respect to every item of business to be discussed in closed session pursuant to Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Facilitators
Briefing on Employee contracts and employment changes for next year based upon Facilitator evaluations

Nea Lead Facilitator Report - Maafi Gueye
ACLCL Lead Facilitator Report - David Hoopes
Executive Director's Report - Paul Bentz

Please read the reports prior to the meeting. Maafi, David and I will be giving short 3-5 minute presentations on each report and will then be available for 5-7 minutes of questions.

Consent Agenda

1. Approval of April 18, 2013 Meeting Minutes
2. Approval of April 20, 2013 Special Meeting Minutes
3. Approval of April 27, 2013 Special Meeting Minutes
4. Approval of EdTec Business Services Contract
 1. The percentage rate has declined over the past four years from 6% to 3.75% today.
 2. The contract is with CLCS and combines ACLC and Nea, but in reality the schools pay their proportionate share of the fees. For EdTec's purposes, the schools more or less operate independently with separate finance committees and leaders and separate financials. Rather than one entity, it is really three: ACLC, Nea, and CLCS.
 3. EdTec is proposing a \$5K discount on the fees and an additional \$5K credit toward PowerSchool/Data/Data Director services, which the schools use regularly EdTec's sense is that the fee reduction might be applied directly to Nea, which carries a larger portion of the fees.
5. Approval of changes to hiring process related to ED
Revised to reflect process we used. Eliminated ED input since ED does not attend interviews.
6. Approval of Tax Forms for IRS and FTB
Paul, Jennifer, and Lowry have reviewed and minor changes will be made prior to submittal.
7. Approval of Line of Credit Resolution (Allows us to add Jennifer as Treasurer and remove Lowry as CFO for our increased Line of Credit at lower annual costs.)
8. Approval of EPA Resolution – State requirement concerning Education Protection Account. Allocates all of the money to facilitator salaries for tracking purposes. This is not new or additional money, just renaming it.

I recommend approval of all items on the consent agenda.

9. Task Group Reports

- i. Board Recruitment and Development (Will have presentation and Discussion Item) Please read beforehand
- ii. Fund Development - 94% of CLCS Board Members have contributed a total of \$16,449.50 with an additional \$2500 matching donation pending

10. Action Items

- a. Approval of changes to employee expectations: Facilitator Job Description Changes, Employee Handbook Changes, and Staff Calendar Changes
- b. Approval of New Facilitator Evaluation Policy
- c. Approval of Revised Employee Salary Policy

Recommend approval of all items as described. See summary below.

Proposed Changes to CLCS Employment Practices 5/16/13

1. Change in expectations for a “Professional Day and Year” for Facilitator Staff

a. Facilitator Job Description

Changes to define existing “Office Hours” expectation. Two hours per week between 3-4 pm. Expectation to be available for afterschool tutoring and personal consultations for struggling learners or any parents. Also, expectations for updating grades and online websites is defined.

b. Employee Handbook

Includes updated health care program, changes to defined work day for certificated staff to 7:50 am - 4:00 pm, M, Tu, W, and Th. 7:50 am - 3:05 pm on Friday. Need for longer day to support struggling learners, staff collaboration as we move forward to implement the “Common Core Standards”, extended staff meeting/professional development and possible classes that need to be taught at 3 pm. There are also changes proposed that limit the number of personal business days that can be charged to as paid sick leave and length of time off that requires doctor’s note.

c. Staff Calendar

There is a need to increase professional development days prior to the start of school to achieve our mission. Recommendation is for two additional for 2013-14. Lead Facilitators have presented draft Professional Development agendas for the week of April 19-23.

2. New Facilitator Evaluation Policy

The CLCS Evaluation Task Force Team of Hameed, Sam, Carlton, and Soren have worked with David and Maafi and adapted a nationally respected, researched, and field-tested system.

3. Proposed Change in Method of Giving Salary Increases and Other Compensation:

Paul has conducted six discussion/listening sessions on his first proposal (which was to brainstorm ideas and get feedback) and has revised the proposal of how we should move forward. Here is the the plan.

- Use current facilitator salary schedule only for determining new employee’s starting salary (It would not be used for anything else in the future.)

- Use current starting salaries for new classified personnel (Office managers, paraprofessionals, campus supervisors, etc.)
- Create minimum second year facilitator salary of \$48,000 or current step raise (Whichever is more.) Create minimum third year facilitator salary of \$50,000 or current step raise (Whichever is more.)
- Give all other returning full time certificated facilitators salary step increase of \$1000 for 2013-14.
- Increase facilitator salary limit to \$84,000.
- Give all returning full time classified staff a salary increase of \$1000 for 2013-14
- New step raise for full time employees (certificated and classified) will be \$1000 each year in years forward.
- At the November meeting of the CLCS Board each year, the CLCS ED, Board President, and Board Treasurer shall review the organizational financial health and academic performance of our schools and determine if they can make a recommendation for either an additional raise or a one time bonus.
- A new system needs to be developed to reward staff who seek out and complete additional appropriate professional development to improve their performance that will help us achieve our educational vision.