

Evergreen Institute of Excellence

Achieving Success in the 21st Century

A California TK-12 Charter School

Submitted to: **California Department of
Education**

Charter Schools Division

April 30, 2015

Material Revision 3/7/2017

Board Approved 3/14/2017

CHARTER PETITION MATERIAL REVISION**I. PREFACE****Affirmations/Assurances (Page 1)****Original Petition-**

- Shall not be deemed the exclusive public school employer of the employees of Evergreen Institute of Excellence for purposes of the Educational Employment Relations Act. [Ref. Education Code Section 47605(b)(5)(O)]

Material Revision-

- ***Shall be deemed the exclusive public school employer of all employees of Evergreen Institute of Excellence for purposes of the Educational Employment Relations Act. [Ref. Education Code Section 47605(b)(5)(O)]***

Foreign Language (Page 25)**Original Petition-**

- Foreign language focuses on Spanish and engages in conversational elements and be supported through online programs to maximize technology as a venue for learning. Students will become proficient in Spanish as a tool to engage in the global economy. The school will offer on-site classes from a fluent, credentialed Spanish teacher. The study of Spanish at Evergreen Institute of Excellence allows students' exposure to cultures other than their own, and in some cases, augments their current understanding of the language. The school will use Rosetta Stone online. Students will meet in small groups with the instructor online to learn the in-depth fundamentals of the language and culture including history, cultural practices, visual arts, and idioms.

Material Revision-

- ***Foreign language focuses on Spanish, but not limited to, and engages in conversational elements and be supported through online programs to maximize technology as a venue for learning. The school will offer support for online courses and Shasta College courses.***

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ELEMENT 5. EMPLOYEE QUALIFICATIONS

Hiring Process and Employee Qualifications (Page 89)

Original Petition-

- Evergreen Union School District will recruit professional, effective and qualified personnel for all administrative, instructional, instructional support, and non-instructional support capacities that believe in the instructional philosophy outlined in our educational philosophy. In accordance with Education Code 47605(d)(1), Evergreen Union School District will be nonsectarian in its employment practices and all other operations. Evergreen Union School District will not discriminate against any individual (employee or pupil) on the basis of ethnicity, national origin, sexual orientation, gender, gender expression, gender identity, disability, or upon any of the characteristics as listed in Education Code Section 220. All employees of the Charter School will be employees of Evergreen Union School District and will be at-will employees working under an employment contract with a yearly salary determination. The EUSD shall not require any employee to work at the Evergreen Institute of Excellence.

District Superintendent

- Required credentials and degrees including California Teaching and Administrative credentials
- Must clear all state mandated background checks required by the county and the state
- Must have a proven track-record in writing grants through a variety of agencies and organizations.
- Must have experience reading grants regarding charter schools on the state level in California.
- Must have developed relationships with district and state educational personnel in the charter community.
- A proven track record in academic success across a variety of student populations
- Must have a proven track record to lead in a collaborative manner
- Must have leadership knowledge of independent study laws, SB 740, and all laws pertaining to charter schools

Business Manager

- Monitor and advise the Superintendent on fiscal opportunities and threats in collaboration with the Business Manager
- Coordinate and implement payroll for Evergreen Union School District
- Maintain operations in accordance with independent study regulations for

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- compliance and coordinate with the independent auditor
- Analyze and balance operational and academic changes, projects, and programs of the school with the organizational budget
- Manage health and welfare oversight with appropriate internal staff to ensure costs are contained while also offering support to employees
- Review, audit, and analyze all financial reports under Evergreen Union School District and prepare recommendations for the Superintendent and Board of Trustees for current and future fiscal years and be prepared to discuss and defend with the Evergreen Union School District Board of Trustees
- Sets priorities and measurable goals and effectively manages district resources to support priorities and goal achievement
- Leads cross functional teams within the district office to implement operational policies and business processes that enable schools to maintain environments that support and maximize student achievement.
- Prepare and manage financial communication to internal and external measurements including past performance, calendar of specific goals and outcomes, and continued transparency of both internal and external Financial metrics as approved by the District Board of Trustees
- Must be able to work in a dynamic, fast paced environment
- Must clear all state mandated background checks required by EUSD, Evergreen Institute of Excellence and the state
- Must have a proven track record working successfully with teachers, students, business entities, and parents
- Must be a proven team player
- Must have a proven track record in completing fiscal tasks and meeting all deadlines
- Must be familiar with SACS Accounting, Payroll, Accounts Payable, Accounts Receivables, and Cash Flow
- Must be able to meet all reporting expectations to the sponsoring school district, county office of education, and the state of California.
- Must be able to complete all transactions for STRS and PERS to meet all legal and fiscal responsibilities for these programs
- Should have a proven track record in learning new computer programs and systems
- Must be able to analyze and create procedures to optimize office operations.
- Must be flexible with system implementation

CHARTER PETITION MATERIAL REVISION**Material Revision-**

- *Evergreen Institute of Excellence will recruit professional, effective and qualified personnel for all administrative, instructional, instructional support, and non-instructional support capacities that believe in the instructional philosophy outlined in our educational philosophy. In accordance with Education Code 47605(d)(1), Evergreen Institute of Excellence will be nonsectarian in its employment practices and all other operations. Evergreen Institute of Excellence will not discriminate against any individual (employee or pupil) on the basis of ethnicity, national origin, sexual orientation, gender, gender expression, gender identity, disability, or upon any of the characteristics as listed in Education Code Section 220. All employees of the Charter School will be employees of Evergreen Institute of Excellence and will be at-will employees working under an employment contract with a yearly salary determination.*

District Superintendent-(Authorizer)

- *Required credentials and degrees including California Teaching and Administrative credentials*
- *Must clear all state mandated background checks required by the county and the state*
- *Must have a proven track-record in writing grants through a variety of agencies and organizations.*
- *Must have experience reading grants regarding charter schools on the state level in California.*
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- *Must have a proven track record to lead in a collaborative manner*
- *Must have leadership knowledge of independent study laws, SB 740, and all laws pertaining to charter schools*

Business Manager-(Authorizer)

- *Monitor and advise the Superintendent on fiscal opportunities and threats in collaboration with the Business Manager*
- *Coordinate and implement payroll for Evergreen Union School District*
- *Maintain operations in accordance with independent study regulations for compliance and coordinate with the independent auditor*
- *Analyze and balance operational and academic changes, projects, and programs of the school with the organizational budget*

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- *Manage health and welfare oversight with appropriate internal staff to ensure costs are contained while also offering support to employees*
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Teachers (Page 91-92)

Original Petition-

Evergreen Institute of Excellence shall comply with Education Code 47605(l), which states in pertinent part:

“Teachers in charter schools shall hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools would be required to hold. These documents shall be maintained on file at the charter school and shall be subject to periodic inspection by the chartering authority. It is the intent of the Legislature that charter schools be given flexibility with regard to non-core, non-college preparatory courses.”

Core Teaching Faculty, as providers of the day-to-day teaching and guidance to the students, are the primary resources of the School. In a school culture that promotes academic rigor and success for all students, grade level core teachers are responsible for, but not limited to:

- Subject instruction
- Assigning of work and grading of said work
- Master Agreement completion and signing by the parent, student and teacher
- Curriculum planning
- Collaboration with fellow faculty administrators
- Student assessment
- Communication with parents

Candidates for these positions will possess:

- A commitment to students and learning
- Knowledge of their subject matter
- A willingness to be innovative and dynamic in their instructional methods

These individuals must meet all of the following minimum requirements:

- Bachelor’s Degree
- Valid California Teaching Credential or equivalent CTC-issued document
- If appropriate, or determined by Evergreen Institute of Excellence or the State of California as required, the individual will hold all appropriate supplemental credentials.

Additionally, core teachers, as defined by the No Child Left Behind Act, shall meet the

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applicable definitions of the highly qualified requirements. Teachers of core, college-preparatory classes shall meet the applicable definitions of the 'highly qualified' requirements. Under NCLB, in order to teach a core class, teachers are designated as 'highly qualified' if they:

1. Hold a Bachelor's Degree; and
1. Hold a Commission on Teaching Credentialing certificate, permit or other document equivalent to that which a teacher in other public schools would be required to hold; and
1. Demonstrate sufficient subject matter competency in accordance with Title 5, California Code Regulations Sections 6111 and 6112 and other applicable law.

Paraprofessionals who are required to be 'highly qualified' under the federal No Child Left Behind Act, will meet NCLB requirements.

All employees will include the knowledge base and/or relevant experiences in the responsibilities and qualifications identified in the posted job description as determined by Evergreen Union School District.

All employees will be fingerprinted and will successfully pass all required background checks as required by state law.

In accordance with the applicable law, Evergreen Union School District reserves the right to recruit, interview, and hire anyone at any time that has the best qualifications to fill any of its positions and/or vacancies.

Evergreen Union School District will use a range of procedures and resources in the identification and hiring of the most qualified employees. Job descriptions will appropriately detail the work responsibilities and subject matter competence required by the employees. Recruitment will include the use of comprehensive job listings services such as Edjoin, CareerBuilder, and Education Week. Other sources such as university and college placement service may also be used. The hiring process for full time-staff is intense. It typically includes a rigorous paper screening process and multiple structured interviews. Participants in a hiring process may include administration, teachers, and staff. Teaching applicants typically are required to prepare and present a lesson. All this effort is part of Evergreen Union School District's commitment to find the best possible employees who are committed to supporting high levels of achievement by all students and to the mission and vision of Evergreen Union School District.

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Professional Development: Retention and Development of Highly Qualified Faculty

Once employed, ongoing professional development will be an integral part of professional practice for all teachers and administrators at Evergreen Institute of Excellence. Ongoing professional development is essential to the continued development of faculty skills and expertise, and the retention of high quality faculty members. Evergreen Institute of Excellence professional development will focus on the ability for teachers to best administer the California content standards in a meaningful manner. Because Evergreen Institute of Excellence is an independent study school, the best practice collaboration between staff, statewide charter organizations, and county and state sponsored opportunities will maximize the training of teachers. All full and part time employees are evaluated per district contract language. The faculty evaluation system focuses on student achievement and personal growth of the employee. Professional development includes Step Up to Writing, Holt Mathematics, and National Geographic Hampton Brown, SBAC, Common Core, online tools, and online instruction.

Employee Compensation and Benefits

Evergreen Union School District provides competitive salaries and benefits to its employees in comparison to the surrounding school districts and charter schools. Evergreen Union School District recognizes that it will need to provide employees who will work at Evergreen Institute of Excellence with competitive salaries and benefits. Evergreen Union School District also pays all applicable employment and retirement taxes and fees including social security, STRS, etc. (for those participating.).

Employees are informed of their benefits, their rights and policies and procedures through Evergreen Union School District Employee Handbook (the "handbook"). The Handbook includes information regarding recruitment, working conditions, salaries, benefits, and employment policies. Salaries, benefits, and working conditions are reviewed annually by administration and recommendations for change are made to the Board of Trustees.

Payroll for all Evergreen Union School District employees is processed through Tehama County Department of Education. All full time teachers will be paid salary and offered annual employment contracts or salary determinations. Other employees are compensated in alignment with their job description.

Evaluation of Employees

Teachers

The Evergreen Union School District teachers are evaluated per Evergreen Federation of

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Teachers (EFT) Contract based on the California Teaching Standards (see attached evaluation form located in the Appendices as Appendix B).

Classified

Classified staff is evaluated per California School Employees Association (CSEA) Contract as well as Teamster's Contract, where applicable (see attached evaluation forms located in the Appendices as Appendix C).

Material Revision-

Teachers

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- ***Subject instruction***
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Classified

Classified staff is evaluated per Evergreen Institute of Excellence Contract, where applicable (see attached evaluation forms located in the Appendices as Appendix C).

CHARTER PETITION MATERIAL REVISION**ELEMENT 15. EMPLOYEE REPRESENTATION (Page 135)****Original Petition-**

"A declaration whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for the purposes of the Educational Employment Relations Act."

-California Education Code 47605(b)(5)(0)

Evergreen Union School District will be deemed the exclusive public school employer of the employees of the charter school for the purposes of the Educational Employment Relations Act ("EERA"). Evergreen Union School District will comply with the EERA.

Material Revision-

"A declaration whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for the purposes of the Educational Employment Relations Act."

-California Education Code 47605(b)(5)(0)

Evergreen Institute of Excellence will be deemed the exclusive public school employer of the employees of the charter school for the purposes of the Educational Employment Relations Act ("EERA"). Evergreen Institute of Excellence will comply with the EERA.