

**PARADISE CHARTER MIDDLE SCHOOL
MEETING OF THE BOARD OF DIRECTORS
SPECIAL MEETING AGENDA
OPEN FORM
January 10, 2022
5:00 P.M.**

Not an in Person Meeting, **Google Meet Only**. Click here using the link: [Meeting](https://meet.google.com/phv-csfb-yix?hs=122&authuser=0)
Or copy and past: <https://meet.google.com/phv-csfb-yix?hs=122&authuser=0>

**INSTRUCTIONS FOR PRESENTATIONS TO
THE BOARD BY PARENTS AND CITIZENS**

The Paradise Charter Middle School welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Trustees is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and the total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
- 3 You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses the item.
4. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
5. Any public records relating to an agenda item for an open session of the Board which is distributed to all, or majority of all, of the Board members shall be available for public inspection at 6473 Clark Road, Paradise, California.

In compliance with the Americans with Disabilities Act (ADA) and upon request, Paradise Charter Middle 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 Executive Director's office.

1.0 Call to Order

1.1 Flag Salute

1.2 Roll Call

Jennifer Duran, President/Community Representative
Jill Pruis, Vice Board Chair/8th Grade Parent Representative
Mike Witten, Staff Representative/Chief Financial Officer
Christina Voigt, 7th Grade Parent Representative, Board Chair
Kristina Clarkson, 6th Grade Parent Representative
Beverly Landers, Executive Director
Jennifer Robbins, Secretary to the Board

2.0 Changes/Deletions to Current Meeting Agenda

3.0 Public Comments on Items not on the Current Meeting Agenda

4.0 Discussion

4.1 Superintendent Support with Mandelbaum Consulting Services

4.2 Superintendent Transition Support with Kathleen H. Granger, Ed. D. Services

4.3 Board Member Resignation

5.0 Future Agenda Items

6.0 Adjournment

**PARADISE CHARTER MIDDLE SCHOOL
MEETING OF THE BOARD OF DIRECTORS
SPECIAL MEETING AGENDA
OPEN FORM
January 10, 2022
5:15 P.M.**

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Jennifer Robbins, Secretary to the Board

2.0 Changes/Deletions to Current Meeting Agenda

3.0 Public Comments on Items not on the Current Meeting Agenda

4.0 Discussion/Action

4.1 Approve Consulting Contract with Mandelbaum Consulting

4.2 Approve Consulting Proposal with K. Granger, Ed.D.

4.3 Accept Board Member Resignation

4.4 Approve Potential Appointment of New Board Member

5.0 Future Agenda Items

6.0 Adjournment: Next meeting January 25, 2022



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December 16, 2021

Paradise Charter Middle School
Beverly Landers
6473 Clark Rd.
Paradise, CA 95969

Dear Beverly,

Thank you for taking the time to discuss the PCMS administration support needs with me this morning. With many years of service in educational programs and compliance, I am certain I can support you and your school program with regularly scheduled technical assistance and coaching.

The age-old saying, "It takes a village..." could not be truer when it comes to education compliance. Many hands impact student learning, both directly and indirectly. When LEAs make space for the development of effective systems, they build capacity to be student-centered and solutions oriented. My approach focuses on developing the knowledge and skills staff need to meaningfully engage in compliance work and the ability to implement sustainable practices for long-term success. This might include but is not limited to a review of metrics and data analysis, root cause analysis, continuous improvement, implementation support, tool and resource development and quality control of existing documents and workflow.

I look forward to working with Paradise Charter Middle School and appreciate your business!

SUMMARY OF CHALLENGES

Paradise Charter Middle School is challenged with the addition of a new Director during the COVID-19 pandemic. The pandemic resulted in a significant decrease in transition support for the new Director. The impact of COVID-19 on the educational program, including push back on the implementation of OSHA requirements in the school, has resulted in less data being collected from education partners and less time available for needed administrative professional development in the first half of the 2021-2022 academic year.

In addition, the Director is working to mitigate the impact of these challenges on the educational program. The important work of serving students in the Paradise community takes significant time from the day also needed to build capacity for understanding state mandates required to



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effectively work with, support and lead school staff and/or work collaboratively with charter leader peers.

PROPOSED SOLUTIONS & TIMELINE

State Compliance

As requested, and prioritized by the Director, support the development of State reports.

1. Provide coaching/ support on Supplemental LCAP requirements.
2. Provide coaching/support on priorities for the development of the LCAP Needs Analysis, Educational Partner (formerly Stakeholder), Metrics and Increased and Improved Services sections of the LCAP based on current CDE expectations, as delineated in the LCAP instructions.
3. Provide coaching/support on the School Accountability Report Card (SARC).
4. Provide coaching/support with the CA Dashboard Local Indicators and related climate surveys.
5. Support the development and/or review of state reports, as requested, to ensure accuracy and compliance.

Governing Board

As requested, and prioritized by the Director, support with development and compliance of governing body.

Other Coaching

As requested, and prioritized by the Director, provide consultation, coaching and/or technical assistance on additional topics as they arise.

ANTICIPATED RESULTS

This collaboration will ensure PCMS receives pertinent information to remain compliant with State requirements, including those associated with charter renewal. This will be accomplished by prioritizing information on mandated deadlines for reporting requirements, monitoring for non-compliance, and providing support with compliance report writing.

Scope of Work

- A. Conduct an initial meeting with the Director to explore existing systems and identify gaps/barriers
- B. Monitor State trainings and listservs for information releases
- C. Conduct regularly scheduled check-ins with the Director in which we will execute a plan for prioritized monthly workflow/solutions while remaining within the contract cap of 12 hours each month. This may include:



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- a. the development of organizational structures and systems to support long-term capacity to meet State mandates
- b. 1:1 and small group training and support
- c. technical assistance/support

Dates for Service(s):

2021-2022 academic year

Work Location:

Remote. In person, as agreed.

Services and Costs:

Service or Cost	Summary Description	Cost
Initial Consultation	One phone or virtual conversation up to 30 minutes to discuss perceived needs and fit with the skill set of the service provider	\$0
Planning Meeting(s)	One 1-hour initial planning meeting with Director. Additional planning meetings set upon mutual agreement.	\$130/ hour
Research, Monitoring and/or Preparation	Number of hours will vary based on training, meeting and reporting requirements released by CDE	\$130/ hour
Training, Coaching, Technical Assistance	Number of hours will vary based on identified need of Director and non-compliance issues to be rectified with support	\$130/ hour
Additional Materials and/or Travel	\$500/ per night for overnight stay, all inclusive <i>No specific travel and/or materials are anticipated for this contract.</i>	\$0
Estimated cost of services shall not exceed 12 hours each month.		\$1560/ month

Acceptance of Statement of Work



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The total value of services on this statement of work shall not exceed \$1560/month unless agreed to in writing by both parties. This is a multi-month project through June 30, 2022. The Client will be billed by the hour. Invoices will be mailed monthly with an itemized description of services provided. Please refer to the *Services and Costs* section of the *Scope of Work* for a detailed outline of estimated costs for services.

Clients are invoiced for services within one week of completion of service for projects concluding within less than 30 days. Multi-month projects are billed monthly, as agreed upon in the *Acceptance of Statement of Work* section above. The client shall be billed for any scheduled work cancelled with less than one-week notice. **This contract may be terminated by either party at any time with 30 days' notice, or as otherwise agreed upon, in writing, by both parties.** Payment is due upon receipt of invoice. The Client, as the primary decision-maker for the organization, assumes all legal, fiscal and compliance responsibility for final work products submitted to the CA Department of Education.

All invoices shall be sent to the following client contact:

Name: Beverly Landers
Email Address: blanders@pcms.tv

All checks shall be made payable to:
Barbara Mandelbaum

All payments should be mailed to:
Mandelbaum Consulting
5378 CR 292 E
Kilgore, TX 75662

IN WITNESS WHEREOF, the parties hereto have caused the *Statement of Work* to be effective as of the day, month, and year written on the first page of this document.

12/16/2021

Barbara Mandelbaum, Owner
Mandelbaum Consulting

Beverly Landers
Paradise Charter Middle School

Date of Board Approval _____

Proposal for consulting services for Paradise Charter Middle School
Kathy Granger, Ed.D. - Consultant

Hourly rate: \$150/hr

- Phone consultations
- Workshop preparation
- Other requested services

Full day onsite: \$1200 plus travel/workshop expenses

- Board/superintendent training
- Staff training
- Other on-site needs as requested

Fees for a flat rate package of services are negotiable and depend on the type of consulting service requested.