

# Monarch River Academy

## Special Board Meeting



May 6, 2022 at 4:00 PM | 3610 E. Ashlan Avenue, Fresno, CA 93926

Zoom Link: <https://zoom.us/j/4183238475>

Meeting ID: 418 323 8475

Join by Phone: (669) 900-6833

## Monarch River Mission Statement

The mission of Monarch River Academy is to develop the individual gifts of students in Tulare County and adjacent counties to become proficient in Common Core State Standards and become critical thinkers, responsible citizens and innovative leaders prepared for academic and real-life achievement in the 21st Century. The mission will be accomplished in a personalized environment that fosters successful achievement through quality, personalized, standards-based education, which could include online coursework, offline textbook work, and unique hands-on and experiential learning experiences facilitated in partnership with students, parents, staff, and community.

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:00 PM</b>
A. Record Attendance			1 m
B. Call the Meeting to Order		Dr. Sam Nofziger	1m
C. Flag Salute			1m
D. Approval of the Agenda (p.1-3)	Vote	Dr. Sam Nofziger	1m
E. Public Comment	FYI	Dr. Sam Nofziger	1 m

<b>II. Finance</b>			<b>4:05 PM</b>
A. Discussion & Potential Action Changing the Title 1 Funding/Programming from Targeted Assistance to Schoolwide (p.4)	Vote	Dr. Laurie Goodman	2 m
<b>III. Academic Excellence</b>			<b>4:07 PM</b>
A. Discussion & Potential Action 2022-2023 Master Agreement (p.5-9)	Vote	Steph Johnson	2 m
B. Discussion & Potential Action Resource Liaison Job Description (p.10-12)	Vote	Steph Johnson	2 m
<b>IV. Governance</b>			<b>4:11 PM</b>
A. Discussion & Potential Action on Changing the Board Meeting Calendar for the May - Regular Board Meeting Date (p.13)	Vote	Dr. Sam Nofziger	2 m
<b>V. Closing Items</b>			<b>4:13 PM</b>
A. Board of Director Comments & Requests	Discuss	Board Members	2 m
B. Announcement of the Next Scheduled Board Meeting	FYI	Dr. Sam Nofziger	1 m
Regular: May __, 2022 at 4:30 PM			
C. Adjourn Meeting	Vote	Dr. Sam Nofziger	1 m

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Public Comment Rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board or simply communicate orally your desire to address the Board when the Board asks for public comments. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 15 minutes per single topic. If a member of the public utilizes a translator to address the Board, those individuals are allotted 4 minutes each. If the Board utilizes simultaneous translation equipment in a manner that allows the Board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: The Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at (562) 758-0511 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (**42 U.S.C. § 1213**))

Note: Times listed on the agenda are estimates only and do not represent the actual time each agenda item will take place during the Board meeting. Similarly, the length of time noted for each of the agenda items also represents estimated duration, and not the actual length of time allocated for each.

# Cover Sheet

## Title 1 Funding/Programming from Targeted Assistance to Schoolwide

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Section:	II. Finance
Item:	A. Title 1 Funding/Programming from Targeted Assistance to Schoolwide
Purpose:	Discussion & Potential Action - Vote
Related Material:	N/A

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### BACKGROUND:

- **A targeted assistance school** uses Title I funds to support programs for eligible children, i.e., children who are failing, or at risk of failing, to meet the state's standards.
- **A schoolwide program** uses Title I funds to upgrade the entire educational Program of the school. Title I funds can be used to serve all children.
- **A targeted assistance school** must use its Title I funds only for eligible students to supplement, and in no case supplant, the amount of funds that, in the absence of Title I funds, would be made available from non- federal funds.
- **A schoolwide program's** services must be extra to ALL students. The school must use its Title I funds to supplement, and in no case supplant, the amount of funds that, in the absence of Title I funds, would be made available from non-federal funds.

### RECOMMENDATION:

Consider approval of the revisions to change from a Title 1 Targeted Assistance School to a Schoolwide Title 1 School.

# Cover Sheet

## 2022-2023 Master Agreement

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**Section:** III. Academic Excellence  
**Item:** A. 2022-2023 Master Agreement  
**Purpose:** Discussion & Potential Action - Vote  
**Related Material:** Redlined MA - MR

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### BACKGROUND:

- Proposed revisions include:
  - Number of Work Samples
  - Change from Assignment Work Records (AWR) to Education Plans (Ed Plan)
  - Update to programs (Virtual Academy)
  - Added consistent job title “Teacher”
  - Assurance of resources
  - Electronic signature allowance

### RECOMMENDATION:

Consider approval of the revisions to the Master Agreement for the 2022-2023 school year.



# Monarch River Academy

## Master Agreement for Independent Study

**Student:**  
**Student Number:**  
**Address:**  
**Location:**  
**1st Phone Number:**  
**DOB:**  
**Program Placement:**

**Contract Term:**  
**Beginning Date:**  
**End Date:**  
**Year: 2021 - 2022**  
**2nd Phone Number:**  
**Grade Level:**  
**School for Classroom Option:**

**Objectives:** The student will complete the courses listed below. All course objectives will be consistent with the

### It is understood that:

**Objectives:** The student will complete the courses listed below. All course objectives will be consistent with the established program's Governing Board and are consistent with program standards as outlined in the program's subject/course descriptions. The Education Plan (Ed Plan) Assignment and Work Record (AWR) Forms will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work and are incorporated herein. The term "Course Value" (CV) refers to the number of credits (secondary education) or weeks of work (elementary education) the student will attempt.

Schedule	Category	Course Value
Language Arts	Language Arts	36 Weeks
Mathematics	Mathematics	36 Weeks
Science	Science	36 Weeks
Social Studies	Social Studies	36 Weeks

**Methods of Study:** Specific methods of study will be designated on the Educational Plan (Ed Plan) and are incorporated herein. Examples of methods of study for the student will include: Independent Reading, Textbook Activities, Problem Solving, Study Projects, Drill & Practice, Computerized Curriculum, Web/Internet Research, Library Research, Field Trips, & Virtual Academy Learning Center Courses.

**Specific Resources:** The school will provide appropriate instructional materials and personnel necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. Assignments and specific resources will be designated on the Education Plan (Ed Plan) Assignment and Work Record (AWR) and are incorporated herein. -The school will confirm and provide access, when needed, to all students to the adequate connectivity and devices to participate in the educational program and complete the assigned work.

Additional Courses: Additional courses will be added to an addendum to the Master Agreement and kept on file for the student.

**Methods of Evaluation:** Academic evaluations will be designated on the Education Plan (Ed Plan) Assignment and Work Record (AWR) and are incorporated herein. Other acceptable methods of evaluation include, but are not limited to: Teacher Made Tests, Student Conferences, Progress/Report Cards, Chapter/Unit Tests, Work Samples, Observations, Portfolios, Benchmark Testing, State Standards Testing, Learning Journals, Presentations, Quizzes, Labs, and End of Course Finals.

**Students are required to report to their teacher as scheduled:** Manner of Reporting: One-on-One, Email, Online, Phone. Time: 8:30am - 5pm. Day: M-F. Frequency: At least once every 20 days. Duration: Full Year. Location: Virtual or In-Person.

**Parent Guardian:** Parents/Guardians are to receive communications regarding their student's academic progress as follows: Manner of reporting may include any or all of the following: In-Person, via telephone, email, or in writing. Time: Monday-Friday, typically on a school day. Frequency: At least once every 20 days.

**Voluntary Statement:** It is understood that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Education Code Section 48915 or 48917, instruction may be provided for a student through independent study only if the student is offered the alternative of classroom instruction.

**Board Policies:** According to the Board Policy for grades TK through 12, the maximum length of time allowed between when the assignment was made and the date the assignment is due is 20 school days, unless an exception is made in accordance with the Board Policy. Evidence of a body of work for all 4 core subjects (Language Arts, Mathematics) 6 of 13

Science, and Social Studies) for each learning period will be required; a body of work should reflect 85% of each attendance day engaged in teaching and learning. A work sample assignment will be turned in ~~twice each semester for each learning period~~ for each of the 4 core subjects. The student will participate in local ~~assessments~~, benchmark assessments 3 times per year, and the state assessment(s) or alternate assessment(s) selected by the school once per year. These assessments will be used to determine state standards aligned course of study completion. Per Board Policy, participation in intervention ~~access~~ will be required as necessary. After 2 missed work sample assignments, missing any required assessments, failure to engage in assigned intervention when directed, or inability to show evidence of a body of work in any one subject area, as per Board Policy, an evaluation will be made to determine whether independent study is an appropriate strategy for this student. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.

The ~~Independent Study~~ Teacher and Executive Director must ensure students access all necessary "core subject curriculum" and, as needed, "intervention curriculum" (~~—~~education items/services necessary for the student to complete his/her State standards-aligned course of study)~~—~~ before approving any extracurricular activities or supplemental educational or enrichment items. Intervention curriculum, when needed, will account for at minimum 40% of the school's annual planning amount allocated for each student. Core subject curriculum can include physical curriculum, online curriculum, and synchronous classes. Intervention curriculum can include tutoring, supplemental curriculum, additional classes, and any other appropriate additional measures added to the regular core subject curriculum that is designed to improve academic growth.

**Additional Board Policies:** After 2 missed work sample assignments, missing any required assessments, failure to engage in assigned intervention when directed, failure to maintain a level of satisfactory educational progress, or inability to show evidence of a body of work in any one subject area, as per Board Policy, an evaluation will be made to determine whether independent study is an appropriate strategy for this student. A student is deemed to be making satisfactory educational progress if the student is on track to enter the next grade level at the completion of the current school year and/or progressing toward their goals pursuant to their individualized education program (IEP).

Tiered Reengagement Strategies:

Specific resources: ~~The school will confirm and provide access, when needed, to all students to the adequate connectivity and devices to participate in the educational program and complete the assigned work. Additional Courses: may be added to this agreement as needed if the agreement is re-signed and re-dated by the teacher and the student.~~

Signature and Dates: I have read and I understand the terms of this agreement; and agree to all provisions set forth. Electronic and or digital signatures are allowable as there are internal controls in place such that it can be verified that the signature was made by the person identified in each signature line.

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Student Signature

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Date

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Parent/Guardian/Caregiver Signature

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Date

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Supervising Teacher Signature

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Date



## Monarch River Academy Acknowledgement of Responsibilities

Student:  
Student Number:  
Address:  
Location:  
1st Phone Number:  
DOB:  
Program Placement:

Contract Term:  
Beginning Date:  
End Date:  
Year: 2021 - 2022  
2nd Phone Number:  
Grade Level:  
School for Classroom Option:

### Students Agreement/Responsibilities

- I voluntarily request participation in this independent study program and have read and understand the terms of the Mmaster Agreement.
- I will complete all course work outlined in the Mmaster Agreement, and as assigned to me in the Education Plan (Ed Plan), ~~periodic Student Assignment and Work Record~~.

### Parent/Legal Guardians Agreement

I agree to the above conditions listed under Students Agreement/Responsibilities. I also understand that:

- I am responsible for the daily monitoring/verification of all subjects studied, with scheduled monitoring by the ~~Independent Study~~ Teacher.
- If I become aware of special or extenuating circumstances that will prohibit my student from turning in the assigned work by the due date, I will contact the ~~Independent Study~~ Teacher prior to the due-date to make alternative arrangements.
- I understand that it is my responsibility to provide any needed transportation for my child's scheduled meetings at a mutually agreed upon location reflected on the face of the Mmaster Agreement and that lack of transportation is not an acceptable reason for failing to meet with the ~~Independent Study~~ Teacher.
- I have the right to appeal any decision about my child's placement in accordance with the school's policies and procedures.

### ~~Independent Study~~ Teachers Agreement

- The ~~Independent Study~~ Teacher will assign a body of work to be completed during the duration of this agreement.
- The ~~Independent Study~~ Teacher will evaluate work in a timely manner.
- The ~~Independent Study~~ Teacher will notify the student and parent/legal guardian of the academic credit granted for work completed.

We, the undersigned, understand and the voluntarily agree to the terms and conditions of this Independent Study Master Agreement. Our signatures below indicate that we voluntarily



participated in the establishment of these Agreements/Responsibilities and that we understand and accept our responsibilities in relation to this document.

_____	_____
Student Signature	Date

_____	_____
Parent/Guardian/Caregiver Signature	Date

_____	_____
Teacher Signature	Date

_____	_____
Other Signature	Date

# Cover Sheet

## Resource Liaison Job Description

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<b>Section:</b>	<b>III. Academic Excellence</b>
<b>Item:</b>	<b>B. Resource Liaison Job Description</b>
<b>Purpose:</b>	<b>Discussion &amp; Potential Action - Vote</b>
<b>Related Material:</b>	<b>Resource Liaison Job Description - Monarch River</b>

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### **BACKGROUND:**

- New Classified Job Description

### **RECOMMENDATION:**

Consider approval of the Resource Liaison Job Description.



Monarch River Academy  
Ph (559) 258-0811  
Fax (559) 532-0203

## Monarch River Academy Resource Liaison Job Description

Job Title:	Resource Liaison
Reports to:	Administrative Services Director
Supervises:	N/A
FLSA Status:	Non-Exempt
Revision Date:	March 2022

### Summary of Position:

The Resource Liaison provides exceptional customer service to families, students, parents, staff, and all educational partners. The Resource Liaison will suggest and provide library resources, enrichment items, and curriculum recommendations.

### Duties and Responsibilities:

- Learn the legal requirements, guidelines, policies, goals, objectives, procedures, and limitations of assigned functions and school operations
- Assist certificated teachers in providing suggestions and problem-solving strategies to improve student learning
- Provides information to staff members, students, parents, and other visitors concerning library materials and services
- Processes feedback from parents, students, staff, and administration regarding curriculum
- Keep curriculum and instruction guidelines viable and current
- Selects books for various reading levels and interests as well as appropriate resources and enrichment materials
- Assists with onboarding of new students and providing resources to homeschool families
- Determines whether books should be repaired or discarded
- Maintains professional competence through participation in in-service educational activities provided by the district and in self-directed activities
- Assists in educational planning for the library and school services
- Researches and responds to reference questions, referring complicated or difficult questions to more experienced staff
- Other Duties as Assigned



Monarch River Academy  
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**Knowledge/Qualifications:**

- Basic child guidance principles and practices
- Core standards and subjects including math, language arts, history, and science preferred
- Interpersonal skills using tact, patience and courtesy
- Curriculum Knowledge preferred
- ICAN Statements preferred
- A-G Requirements preferred

**Education/Experience:**

- High school diploma or equivalent
- Associates degree in Education or related field or two years of customer service experience with demonstrated curriculum knowledge
- Bachelors degree in Education or related field preferred

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- May occasionally have to lift up to 25+ pounds.

**Work Environment:**

In-office environment

**Right to Revise:**

This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

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Employee Signature

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Date

# Cover Sheet

## Board Meeting Calendar

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<b>Section:</b>	<b>IV. Governance</b>
<b>Item:</b>	<b>A. Changing the Board Meeting Calendar for the May - Regular Board Meeting Date</b>
<b>Purpose:</b>	<b>Discussion &amp; Potential Action - Vote</b>
<b>Related Material:</b>	<b>N/A</b>

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### **BACKGROUND:**

- Due to scheduling conflicts there is a call to change the May Regular Board Meeting date from May 17th to May 24 or 31, 2022.
- The time, date, meeting format, and location remain the same.

### **RECOMMENDATION:**

Consider approval of the change to the Board Meeting Calendar to change the May Regular Board Meeting date from May 19th to May 24 or 31, 2022.