



BOARD OF TRUSTEES SPECIAL MEETING AGENDA

DATE: September 26, 2017
TIME: 4:30 p.m.

LOCATION: SAEL
B-4
340 Buena Vista Street
Grass Valley, CA 95945

The mission of Sierra Academy of Expeditionary Learning is to inspire students to achieve high standards, create quality work, develop quality character, and embrace lifelong learning and service through Expeditionary Learning.

BOARD OF TRUSTEES

Linda Brown, Chairman:
Joel Swift, Member:
Michael Hughes, Member:
Mundy Keller, Member:
Jim Belluomini, Member:
Rebecca Mooers, Member:
Tom Mooers, Member:

Any person who wishes to speak regarding an item on the agenda or on a subject within the District's jurisdiction during the public comment section of the agenda must first be recognized by the Board President. Individual speakers will be allowed three minutes to address the Board. The Board shall limit the total time for each agenda item to ten minutes.

Under state law, issues brought forth under "Public Comments" can have no action or discussion and will be referred to the District Superintendent for any necessary follow-up action.

Persons requiring disability-related modifications or accommodations to participate in the meeting should contact SAEL at 530-268-2200 or Sierra Academy at shardin@sierraacademy.net.

Persons wishing to request an item be added to the agenda of the next meeting must submit their request in writing. Please contact SAEL at 530-268-2200 or Sierra Academy at shardin@sierraacademy.net.

Copies of agendas are available on the SAEL website at www.sierraacademy.net.

SIERRA ACADEMY OF EXPEDITIONARY LEARNING
Board of Trustees
Special Meeting

Date & Time: September 26, 2017
4:30 p.m. – Open Session

Meeting Place: SAEL, 340 Buena Vista Street, Grass Valley, CA 95945

A. CALL TO ORDER

The meeting shall be brought to order by the Board President ____ at ____ p.m.

B. ROLL CALL

The Board President took roll of members present:

Linda Brown, Chairman:	Present ____	Absent ____
Joel Swift, Member:	Present ____	Absent ____
Michael Hughes, Member:	Present ____	Absent ____
Mundy Keller, Member:	Present ____	Absent ____
Jim Belluomini, Member:	Present ____	Absent ____
Rebecca Mooers, Member:	Present ____	Absent ____
Tom Mooers, Member:	Present ____	Absent ____

C. APPROVAL OF AGENDA

Shall the Board approve the Agenda Items?

Motion by ____ Second by ____ Vote: ____ to approve

D. PUBLIC COMMENT

This agenda item is included for the purpose of giving anyone in attendance the opportunity to comment on a non-agenda item with the Board of Trustees. There will be a three-minute time limit per person. The audience is not to applaud nor demonstrate disapproval for the comments made. The Trustees may respond asking for clarification only. No action may be taken at this meeting on any issue raised.

E. DISCUSSION / ACTION ITEMS

- 1) **Discussion/Action: Approval of Annie Warren-Burlingham to FTE – English Teacher**
Motion by ____ Second by ____ Vote: ____

F. FUTURE MEETINGS

Next Board Meeting will be held on November 2, 2017 at SAEL, 340 Buena Vista Street B-4, Grass Valley, CA 95945. The session will begin at 5:30 p.m.

G. ADJOURNMENT

1. Shall the Board adjourn the meeting at ____ p.m.?
Motion by ____ Second by ____ Vote: ____ to approve

AT-WILL EMPLOYMENT AGREEMENT
Between
SIERRA ACADEMY OF EXPEDITIONARY LEARNING & ANNIE BURLINGHAM

THIS EMPLOYMENT AGREEMENT (“Agreement”) is entered into by and between the above named employee (“Employee”) and the Governing Board (“Board”) of Sierra Academy of Expeditionary Learning (“SAEL”), a California public charter school approved by the Nevada Joint Union High School District (“District”). The Board desires to hire employees who will assist SAEL in achieving the goals and meeting the requirements of SAEL’s charter. The parties recognize that SAEL is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992. The Board desires to engage the services of the Employee for purposes of assisting SAEL in implementing its purposes, policies, and procedures.

WHEREAS, SAEL and Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT

1. SAEL has been established and operates pursuant to the Charter Schools Act of 1992, Education Code section 47600, *et seq.* SAEL has been duly approved by the District, according to the laws of the State of California.
2. Pursuant to Education Code section 47604, SAEL has elected to be formed and to operate as a non-profit public benefit corporation pursuant to the Non-profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 *et seq.* of the Corporations Code). As such, SAEL is considered a separate legal entity from the District, which granted the charter. The District shall not be liable for any debts and obligations of SAEL, and the employee signing below expressly recognizes that he/she is being employed by SAEL and not the District.
3. Pursuant to Education Code section 47610, SAEL must comply with all of the provisions set forth in its charter, but is otherwise exempt from the laws governing school districts except as specified in Education Code section 47610.
4. SAEL shall be deemed the exclusive public school employer of the employees at SAEL for purposes of Government Code section 3540.1.

B. EMPLOYMENT TERMS AND CONDITIONS

1. **Duties**

Employee shall work in the position of **Certificated Teacher**. Employee will perform such duties as SAEL may reasonably assign and Employee will abide by all School policies and procedures as adopted and amended from time to time. Employee further agrees to abide by the provisions of SAEL’s charter. A copy of the job description for the above position is attached hereto and incorporated by reference herein. These duties may be amended from time to time in the sole discretion of SAEL.

2. **Work Schedule**

The work schedule for this position shall be full time. Workdays and the daily work schedule for Employee shall be consistent with the job description and applicable calendar of workdays for this position. The current year job description and work schedule is attached and incorporated by reference herein.

Employee will also be required to attend the Expeditionary Learning's professional development and these expenses will be covered by SAEL. However, during Employee's attendance at any professional conference where he/she must stay overnight, wages in excess of a regular day's work shall not be paid, except as required by law. Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with SAEL.

3. **Compensation**

Employee will receive a base salary of **\$38,240** based on a salaried daily schedule as outlined in the attached job description. Salary shall be paid in roughly equal amounts over a nine **(9) month period from October 2017 to June 2018** from which the Board shall withhold all statutory and other authorized deductions. Salary shall be based off time cards that the Employee will be required to fill out in a timely manner as directed by SAEL. Salary may be prorated based upon whether Employee remains in active status or employed for all scheduled work days of this position.

Professional Development work done outside of salaried hours as outlined in the attached Job Description shall be earned through hourly wages at **\$25.00/hour**. The total compensation for these days worked shall not exceed **\$1,200 (one thousand two hundred dollars)**. If Employee does not work the maximum hours to earn the full **\$1,200**, Employee is not entitled to the any balance or unearned amount. Professional Development work compensation shall be paid based off time cards that Employee will be required to fill out in a timely manner, as directed by the SAEL Board or Administrator.

4. **Employee Benefits**

During the term of the Agreement, Employee shall be entitled to health and welfare benefits due to Employee's full-time employment status. The parties will pay statutory employer and employee costs, respectively. An annual Health Benefit Allowance shall be offered at a total of up to **\$6,150** toward a determined Health Provider's Services. This Health Benefit Allowance shall be dispensed evenly over a **ten (10) month period (from October 2017 to July 2018)**. Employee must show proof of alternative health insurance that they pay into in order to receive up to \$615.00 a month allowance (depending on the employees out of pocket contribution) toward the Employee's personal health plan. Employee benefits are only eligible to staff above 70% FTE; benefits will discontinue if an employee were to switch to part time or leave SAEL.

5. **Performance Evaluation**

Employee shall receive periodic performance reviews conducted by his/her supervisor. At a minimum, performance evaluations will be conducted annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties, or recurring performance problems. Failure to evaluate Employee shall not prevent SAEL from disciplining or dismissing Employee in accordance with this Agreement.

6. **Employee Rights**

Employment rights and benefits for employment at SAEL shall only be as specified in this Employment Agreement, SAEL's charter, the Charter Schools Act and SAEL's Employee Handbook, which from time to time may be amended and modified by SAEL. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the California Department of Education or State Board of Education. During the term of this Agreement, Employee shall not acquire or accrue tenure, or any employment rights with SAEL.

7. **Licensure**

Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials.

8. **Child Abuse and Neglect Reporting**

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, the Employee acknowledges he or she is a child care custodian and is certifying that he or she has knowledge of California Penal Code section 11166 and will comply with its provisions.

9. **Fingerprinting/TB Clearance**

Fingerprint clearance for Employee will be acquired through submitting the Employee's fingerprints to the California Department of Justice. Employee will be required to assume the cost of all fees related to the fingerprinting process. Employee will be required to submit evidence from a licensed physician that he/she was found to be free from active tuberculosis. Both clearances need to be in place prior to the first day of service.

10. **Conflicts of Interest**

Employee understands that, while employed at the School, he or she will have access to confidential and proprietary information. Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his/her employment with SAEL.

11. **Outside Professional Activities**

Upon obtaining prior written approval of the Executive Director, the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. SAEL shall in no way be responsible for any expenses attendant to the performance of such outside activities.

C. **EMPLOYMENT AT-WILL**

SAEL may terminate this Agreement and Employee's employment at any time with or without cause, with or without advance notice, at SAEL's sole and unreviewable discretion. Either party may immediately terminate this Agreement and Employee's employment upon written notice to the other party.

Employee also may be demoted or disciplined and the terms of his or her employment may be altered at any time, with or without cause, at the discretion of SAEL. No one other than the Board of SAEL has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement, and any such agreement must be in writing and must be signed by the Board of SAEL and by the affected employee and must specifically state the intention to alter this "at-will" relationship.

In the event of charter revocation or non-renewal, all contractual obligations under this Agreement cease immediately upon the effective date of revocation or non-renewal.

D. **GENERAL PROVISIONS**

1. **Waiver of Breach**

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

2. **Assignment**

The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.

3. **Governing Law**

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

4. **Partial Invalidity**

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions herein will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

E. ACCEPTANCE OF EMPLOYMENT

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with SAEL on the terms specified herein.
2. All information I have provided to SAEL related to my employment is true and accurate.
3. A copy of the job description is attached hereto.
4. This is the entire agreement between SAEL and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: _____ Date: _____

Address: _____

Telephone: _____

SAEL Approval:

Date: _____
Linda Brown, Chairman of the Board

Date: _____
Erica Crane, SAEL Administrator and
President of the Board

*This Employment Agreement is subject to ratification
and approval by the Governing Board of SAEL.*

SAEL TEACHER JOB DESCRIPTION

2017-2018 School Year

Sierra Academy of Expeditionary Learning strives to create a learning community that empowers both teachers and students. Teachers are expected to maintain an ethic of excellence in their practice and to encourage their students to do the same. Through a passionate and dedicated commitment to the success of each and every student, SAEL teachers are responsible for creating a school environment that holds students to high academic and character standards while also supporting students to be able to achieve these expectations.

There are multiple openings in various core and elective subjects for the upcoming school year. Ideal candidates can straddle multiple subjects and disciplines with the ability to work with our team to craft a student-centered schedule and program. SAEL teachers need to see the potential in the possibilities of start up.

This job description is meant to provide structure to the responsibilities and accountability of this position. There may be additional responsibilities that a teacher undertakes or that are assigned as needs of students and of the school arise. Teachers report to the SAEL Administrator.

Based on the needs of the students and the school, SAEL Teachers are responsible for:

OVERALL:

- Collaboratively creating and teaching their core subject matter for the grades and classes assigned by the SAEL Administrator
- Advising a CREW
- Fulfilling a major, school-wide Coordinator role or teaching additional subject areas as needed
- Planning and teaching Intensives twice per year that are either Academic Support or Enrichment-based
- Contributing to and supporting the development of SAEL
- Leading a Club at least once per week for at least one hour in an agreed upon extracurricular focus
- Taking on additional responsibilities and duties as assigned by the SAEL Administrator
- Working salaried hours (see attached schedule draft):
 - 8:45am – 4:15pm Monday – Thursday
 - 8:45am – 4:00pm Friday

IN DETAIL BASED ON THE FIVE KEY DIMENSIONS OF THE EL CORE PRACTICES:

Curriculum:

- Implementing the Core Practices and components of Expeditionary Learning
- Working with other SAEL Core Teachers on your grade level to plan two interdisciplinary learning expeditions per year using an agreed upon framework. Expeditions should be designed to teach core grade level knowledge and skills, rooted in Common Core/Next Generation/Applicable standards, and anchored by authentic and well-designed projects.
- Seeking and providing opportunities for meaningful fieldwork and service opportunities, along with the consultation with experts in Expeditions
- Working to help plan, develop, and refine grade level curriculum and a school-wide scope and sequence that addresses both national standards and locally relevant topics/content and motivates student learning.
- Developing strong long-range plans that align to the Expedition and the Standard/Target/Assessment (STA) Planner and sharing those plans with the SAEL Administrator, your grade-level teaching team, and students and families when appropriate
- Incorporating diversity issues and multi-cultural content into curriculum and instruction throughout the year in big and small ways and seeking to ensure that students see their culture(s) represented in curriculum and materials

Instruction:

- Working with inclusion staff to plan for and meet the needs of students with Individual Education Plans (IEPs) and English Language Learners(ELLs). Differentiating instruction and providing accommodations and supports as needed. Actively seeking to improve knowledge and skills to better address the needs of special education students and ELLs.
- Utilizing a workshop model as the main format for instructional time in order to keep whole group and lecture-style lessons to a minimum and student engagement to a maximum
- Implementing assessment for learning and checking for understanding strategies that actively engage students to become a consistent worker, speaker, and thinker in class
- Supporting student literacy (reading, writing, speaking, listening) and numeracy across the curriculum
- Assigning and providing homework strategically and with a sound purpose that supports student achievement, classroom instruction, and the reinforcement of essential skills

Assessment:

- Conducting ongoing assessment of student work using multiple assessment tools including anecdotal records, performance assessments with rubrics, exams, and individualized assessments as appropriate
- Using assessment data to plan for instruction and adjust instruction as it is happening in order to meet the needs of all learners

- Regularly analyzing student data to improve instruction, ensure equity, and make program recommendations and improvements
- Utilizing assessment for learning strategies for learning targets to engage students in assessing their own understanding and mastery
- Ensuring that each student has a portfolio that is developed throughout the school year to be presented at least twice per year at Student-Led Conferences
- Supporting the creation of the portfolio process and development
- Supporting students in their selection and reflection on student work for their portfolios
- Developing and revising clear criteria and standards for quality work with students based on Expeditionary Learning's definitions of high quality student work and regularly examining student work to ensure that it meets increasingly higher standards of quality
- Displaying student work documenting the process that went into creating the work by involving students in developing and creating these displays
- Planning exhibitions of student work at least twice per year for our Celebration of Learning to give students an opportunity to share their work with an audience of parents/guardians, other students, and community members
- Using the Jump Rope system and a mastery-based grading approach to assessment by keeping accurate, timely assessment data in Jump Rope for your records, the student portal, and the parent/guardian portal

Culture and Character:

- Planning, leading, and advising a daily CREW and collaboratively supporting the CREW orientation adventure experience
- Working with students and staff to create and uphold norms
- Being willing to participate in adventure, wilderness, and services experiences with students and staff
- Handling of character violations and appropriate discipline in the classroom to the greatest extent possible, and a willingness to engage in restorative justice practices
- Creating and maintaining a physically and emotionally safe environment for students through the modeling, practicing, discussing, and explicit teaching of the SAEL Character Traits: Integrity, Curiosity, Craftsmanship, Grit, Advocacy, and Collaboration
- Communicating respectfully with students, colleagues, families, and community members at all times by modeling, practicing and discussing respectful, unbiased and effective communication strategies
- Upholding and supporting the school-wide, collaboratively determined, restorative justice-based discipline policies and being willing to reflect on and take ownership of your own role in student disciplinary actions

- Documenting serious and less serious infractions to the policies and seeking help and support from colleagues and administrators when necessary
- Structuring a classroom environment that has clear expectations and management procedures and is developmentally appropriate, student-centered, print-rich, well-organized, and inspiring
- Engaging students in appropriate discussions of diversity and equity by using student observations, questions, actions and reactions as teachable moments
- Unpacking your own biases and privilege through self-assessment and reflection practices
- Being on time for classes, duties, team meeting and professional development activities.
- Communicating about and plan for absences in advance when possible with students, teaching partners, and the SAEL Administrator.
- Seeking to resolve conflicts with colleagues as soon as they arise and ask for support from other staff and administration when needed
- Maintaining a growth mindset

Leadership:

- Leading an after school Club at least once per week for at least one hour in an agreed upon extracurricular focus as determined by the needs of the students and of the school
- Seeking, planning, attending, and facilitating outreach and marketing efforts for SAEL in the greater community
- Upholding SAEL norms and standards of excellence at all times while at SAEL or representing SAEL
- Willing to respond in a timely manner to e-mails, voice mails, and calendar requests
- Working to create SAEL with a student-first, growth mindset-based approach to tasks and processes including, but not limited to our WASC accreditation, A-G class certification, Restorative Justice-based Discipline Policy, Expeditionary Learning Credentialing Process and annual Implementation Review, Charter renewal, Teacher Support and Accountability, SAEL Professional Development planning and facilitation, Data Inquiry and Analysis, LCAP creation, Expeditionary Learning Work Plan creation, etc.
- Striving to do more than you think possible

SAEL is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, sexual orientation, age, national origin or disability.

JOB DESCRIPTION APPENDIX A 2017-2018 School Year

Sierra Academy 2017/18 Calendar Year

July							August							September							October						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7
2	3	H	5	6	7	8	6	7	PD	PD	PD	11	12	3	H	5	6	7	8	9	8	9	10	11	12	13	14
9	10		12	13	14	15	13	PD	PD	16	17	18	19	10	11	F	13	14	15	16	15	B	B	B	B	B	21
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	PD	19	20	21	22	23	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
30	31																										

November							December							January							February								
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa		
				1	2	3	4						1	2		H	B	B	B	B	6						1	2	3
5	6	SLC	SLC	SLC	H	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	H	16	17	18	19	20	11	12	13	14	15	H	17		
19	20	21	M	H	H	25	17	18	19	20	21	H	23	21	22	F	24	25	26	27	18	H	20	21	22	23	24		
26	27	28					24	B	B	B	B	H	30	28	PD	30	31				25	26	27	28					
							31																						

March							April							May							June						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	B	9
11	12	13	14	15	16	17	15	16	SLC	SLC	SLC	20	21	13	14	15	16	17	18	19	10	11	PD	PD	PD	15	16
18	19	20	21	22	23	24	22	S	24	25	26	27	28	20	21	22	23	24	S	26	17	18	19	20	21	22	23
25	B	B	B	B	B	31	29	30						27	H	29	30	31			24	25	26	27	28	29	30
																					31						

School Breaks and Holidays			
August 8-10, 2016	Professional Development Days	January 15, 2018	MLK Holiday
August 14-15, 2017	Professional Development Days	January 23, 2018	All Family Meeting
August 16, 2017	First Day of School	January 29, 2018	Prof Development Day
September 4, 2017	Labor Day Holiday	February 16 & 19, 2018	Presidents' Holidays
September 12, 2017	All Family Meeting	March 26-30, 2018	Spring Break
September 18, 2017	Professional Development Day	April 17-19, 2018	SLCs (1:30 Dismissal)
October 16-20, 2017	October Break	April 23, 2018	Snow Day Make Up
November 7-9, 2017	SLCs (1:30 Dismissal)	May 25, 2018	Snow Day Make Up
November 10, 2017	Veterans Day Holiday	May 28, 2018	Memorial Holiday
November 22, 2017	Minimum Day	May 29 - June 8, 2018	Spring Intensives
November 23-24, 2017	Thanksgiving Holiday	June 8, 2018	Last Day of School
December 11-21, 2017	Fall Intensives	June 10, 2018	Graduation
Dec 22, 2017 - Jan 5, 2018	Winter Break	June 12-14, 2018	Prof Development Days

Key to Symbols	
B	- School Break
F	- All Family Meeting
H	- Holiday
M	- Minimum Day
PD	- Professional Development
SLC	- Student Led Conferences
S	- Snow Day

End Dates	
1st Quarter:	10/14/2017 (41 Days)
2nd Quarter:	12/16/2017 (37 Days)
3rd Quarter:	4/7/2018 (63 Days)
4th Quarter:	6/9/2018 (39 Days)

Days Calculated
180 Student Instr Days
10 Prof Development Days

139 Regular School Days, 6 SLCs, 1 Minimum Day, 34 Fridays

JOB DESCRIPTION APPENDIX B

Sierra Academy 2017-18 Bell Schedule

Monday	
Opening Circle for Teachers	8:45
Period 1	9:00 - 10:20
Period 2	10:24 - 11:44
Period 3	11:48 - 1:08
Lunch	1:08 - 1:38
Period 4	1:38 - 2:58
Period 5: Crew	3:02 - 3:34
Office Hours	3:34 - 4:10
Dismissal	4:10

Tuesday - Thursday	
Opening Circle for Teachers	8:45
Period 1	9:00 - 10:21
Period 2	10:25 - 11:46
Lunch	11:46 - 12:16
Period 3	12:16 - 1:36
Period 4	1:40 - 3:01
Period 5: Crew	3:01 - 3:34
Office Hours	3:34 - 4:10
Dismissal	4:10

Fridays	
Period 1	9:00 - 9:50
Period 2	9:54 - 10:44
Period 3	10:47 - 11:37
Lunch	11:37 - 12:07
Period 4	12:07 - 12:57
Fridays: Community Mtg	1:00 - 1:30
Dismissal	1:30
PD for Teachers	1:40 - 4:00

SLC's (Tues, Wed, Thurs)	
Period 1	9:00 - 10:30
Period 2	10:33 - 12:03
Lunch	12:03 - 12:33
Crew	12:33 - 1:30
Dismissal	1:30

The Day Before Thanksgiving is **NOT** a Minumum Day

The Last Day of School ends at 4:10 p.m

JOB DESCRIPTION APPENDIX C

2017-2018 School Year

ANNIE BURLINGHAM will be responsible for:

- Collaboratively creating and teaching their core subject matter for the grades and classes assigned by the SAEL Administrator

Grade(s)	9-12
Subject(s)	English 11, Electives, TBD based on student need

- CREW - TBD based on student need
- Planning and teaching Intensives twice per year that are either Academic Support or Enrichment-based

Intensive (Fall)	TBD based on student need
Intensive (Spring)	TBD based on student need

- Contributing to and supporting the development of SAEL
- Leading an after school Club at least once per week for at least one hour in an agreed upon extracurricular focus as determined by the needs of the students and of the school

Club	TBD based on student interest/school need
Description	TBD

- Taking on additional responsibilities and duties as assigned by the SAEL Administrator based on the needs of the students and of the school
- Working salaried hours (see attached schedule draft):
 - 8:45am – 4:15pm Monday – Thursday
 - 8:45am – 4:00pm Friday
- Working contracted days on-site (see attached calendar draft):
 - 149 Salaried Work Days of Student Instruction
 - 4 Professional Development days paid per hour