

e3 Civic High 2018 Charter Petition Addendum

The following items have been added as an addendum to the approved Charter Petition for e3 Civic High, effective July 1, 2018 through June 30, 2023.

1. Instructional Calendar on page 60 of the charter petition:

The e3 Instructional Calendar offers a total of 177 days of instruction and exceeds the minimum number of minutes as set forth in Education Code section 47612.5, and the number of school days required by *California Code of Regulations*, title 5, Section 11960. e3 offers a total of 177 days of instruction each year and exceeds the minimal instructional minutes requirement by 3,129.

2. Special Education on page 70 of the charter petition:

Pursuant to Education Code Section 47641(a), e3 Civic High participates as a Local Education Agency (LEA) in El Dorado County Charter SELPA for the purpose of compliance with federal and state law and for eligibility for federal and state special education funds. e3 Civic High has been a member in good standing of El Dorado County Charter SELPA since April 24, 2014. A change in LEA status or SELPA membership shall require a material revision of this charter.

3. Educational Design as Guide on page 85 of the charter petition:

The educational design outlined in this petition represents a meaningful guide for developing specific educational programs, scholar outcomes, and methods of assessment at e3 Civic High. Some modifications to what is presented in the petition may occur at the discretion of the Board or the CEO/Executive Director to best meet the needs of the scholars enrolled at e3 Civic High and its staff, but would not constitute a materially significant change in the petition. The charter school authorizer would be informed of any materially significant change to the educational design outlined in the petition, prior to any changes being implemented at the school.

4. Employee Qualifications on page 103 of the charter petition:

The Position Description and additional information regarding employee qualifications for the Chief of Academic Innovation position is attached (see page 3). The additional information is necessary as this position provides "coaching and mentoring for all faculty..." as stated in the measurable pupil outcomes section of the charter.

5. Expulsion Procedures on page 120 of the charter petition:

A scholar may be expelled by the Board of Directors upon the recommendation of an Administrative Panel to be assigned by the CEO/Executive Director as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the scholar or member of the Board of Directors, and who are compliant with the "neutral officer" requirements as stated in California Education Code section 47605(b)(5)(J). The Administrative Panel may recommend expulsion of any scholar found to have committed an expellable offense.

6. Medication in School on page 105 of the charter petition:

e3 Civic High adheres to Education Code Section 49423 regarding administration of medication in school, and Education Code Section 49414 for emergency epinephrine auto-injectors.

7. Dispute Resolution Process on pages 132 and 133 of the charter petition:

In the event of a dispute between e3 Civic High and the District regarding the terms of this charter, both parties agree to apprise the other, in writing, of the specific disputed issue(s). In the event the District believes the dispute relates to an issue that could potentially lead to revocation of the charter, e3 requests that this shall be specifically noted in the written dispute statement, although it recognizes that it cannot legally bind the District to do so. At the earliest mutually convenient date, an e3 Civic High representative and a District representative shall informally meet and confer to attempt to resolve the dispute. If this meeting fails to resolve the dispute, two representatives from each organization shall meet again at the earliest mutually convenient date to attempt to resolve the dispute. If this meeting fails to resolve the dispute, a District representative and an e3 representative shall meet to identify a neutral third-party mediator to assist in dispute resolution. The format of the third-party mediation process shall be developed jointly by the representatives. The mediation shall be held at the earliest mutually convenient date.

8. Liability on page 136 of the charter petition:

The corporate bylaws shall provide for indemnification of the Board of Directors, officers, agents, and employees. e3 Civic High retains general liability insurance, auto liability, errors and omissions, sexual misconduct, workers compensation, Board Members and Officers insurance, and fidelity bonding to secure against financial risks. Insurance amounts will be in compliance with district requirements as stated in the annual Operations Agreement. The District shall be named an additional insured on the general liability insurance.

9. Administrative Services on page 137 of the charter petition:

The details of the relationship between the District and e3 Civic High are delineated in a Memorandum of Understanding ("MOU"). e3 Civic High shall retain the right to separately purchase administrative or other services from the District or any other agency. The specific terms and costs for these services shall be the subject of a mutually agreed upon Memorandum of Understanding. e3 Civic High understands that current law mandates that the District provide oversight as required by California Education Code section 47604.32.

10. Conflict of Interest Policy in Appendix C of the charter petition:

A copy of the e3 Civic High Board Approved Conflict of Interest Code currently on file with the San Diego County Board of Supervisors is attached (see page 8).



POSITION DESCRIPTION

Chief of Academic Innovation

OVERVIEW:

Under the supervision of the CEO/Executive Director, the Chief of Academic Innovation assists in the development, coordination, articulation and evaluation of curriculum, instruction, professional development, and assessment for e3 Civic High. The Chief Academic of Innovation will be active in the school and highly visible to the staff and public.

ESSENTIAL FUNCTIONS:

Curriculum and Instruction:

- Coordinate processes of curriculum review, development, and implementation.
- Manage curriculum articulation grades 9-12 and collaborate with CEO to monitor articulation of incoming scholars and programming.
- Coordinate all faculty committees.
- Coordinate the ongoing review and revision of grade level standards, expected scholar learning results, and graduation requirements.
- Coordinate the development of course descriptions and catalogs.
- Coordinate and monitor selection, ordering, and adoption of instructional materials.
- Assist in the development of policies and /or services related to instructional materials
- Seek out and disseminate research that addresses best practices to support instructional improvement.
- Assist in the planning and organization of summer school program.
- Prepare and assist Deans in preparing informational reports on instructional programs for dissemination to the staff and public.
- Facilitate the development and alignment of curriculum for categorically funded programs, including SE, ELD, McKinney-Vento and others.
- Coordinate physical education and/or athletic programs.

Professional Development:

- Plan, implement, and monitor site professional development programs for teaching, management, and classified instructional staff in coordination with Instructional Coaches and Deans.
- Advise and assist individuals, sites, departments, and other staff regarding the design and implementation of staff development programs.
- Provide leadership literacy teams and the Coordinators of Professional Development.

POSITION DESCRIPTION
Chief of Academic Innovation

Organizational Relationships:

- Is directly responsible to the CEO/Executive Director.
- Establish positive relations with the County Office of Education and other agencies to extend curriculum offerings.
- Establish and maintain productive partnerships with a variety of local private and public organizations engaged in the support of educational programs.
- Attend Board meetings monthly.

Student Services:

- Facilitate college & career counseling services for grades 9-12.
- Supervise coordinators for special education, wellness services, internship/workforce development and others as assigned.
- Is responsible for school attendance and review board (SARB) and expulsion process (grades 9-12).
- Assist CEO/Executive Director

SUPERVISORY/LEADERSHIP FUNCTIONS:

- Supervises, coaches, mentors, and evaluates all learning facilitators and deans
- Interviews and recommends for hires all instructional staff to CEO
- Recommends instructional staff for dismissal after ongoing support to CEO
- Develops professional development for all staff with the support of the instructional coaches and/or expert and Design Thinking (DT) groups
- Leads all PD on DT and cultural proficiency development
- Oversees e3 expert groups and Design Thinking Groups
- Oversees all instructional programs including math, humanities, science, languages and VAPA
- Leads staff in innovative platforms including Design Thinking and the modification and redefinition of the use of technology
- Provides Personalized Coaching for individual learning facilitators
- Collaborates with Workforce Coordinator on all projects
- Works with instructional coaches to provide personalized ongoing support to staff
- Plans instructional program for ensuing year with the help of all instructional staff and CEO
- Regularly meets with the following for the purpose of constantly improving all instruction and the social and emotional well being of scholars: Coaches, counselors, department heads, deans, expert group leads, and DT leads.
- Works with the CEO to facilitate outside agencies regarding instructional partnerships with e3
- Works with CEO on special projects

POSITION DESCRIPTION
Chief of Academic Innovation

PROFESSIONAL REQUIREMENTS:

- Ability to pass a Department of Justice (DOJ) fingerprint clearance
- Broad knowledge of curriculum development, elementary instructional best practices, supervision and evaluation, and issues related to elementary education
- Completion of a Master's degree and demonstrated school site or program administrative experience
- Legal authorization to work in the U.S.
- Possession of a valid California Administrative Services Credential as required by the California Education Code
- Three (3) or more years of successful experience in teaching (preferably at the secondary level) and experience developing curriculum
- Three (3) years of successful experience in the principalship
- Prior to first day of contract year, provide TB (tuberculin) clearance, as mandated by the California Education Code

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to analyze situations accurately and adopt an effective course of action within designated areas of responsibility
- Ability to contribute significantly to staff development programs and planning; to interpret, apply and explain rules, regulations, policies and procedures; and to promote positive staff morale and to work independently with little direction
- Collaborative yet decisive in decision-making, seeking consensus when possible
- Demonstrated knowledge of assessment and its relationship to curriculum and instruction
- Demonstrated success and knowledge of software programs appropriate for the disaggregation of assessment data, with capacity to format assessment results in a variety of report formats
- Effective interpersonal, communication (written and verbal), and conflict resolution skills
- Knowledgeable in planning, organizing and directing the educational assessment services of the District; the laws and regulations, codes, policies and procedures relating to testing, assessment, and evaluation; the current and emerging educational research as well as "best practice"; and multiple measures of student achievement
- Successful record of three (3) or more years as a school principal (preferably secondary) and as a visionary leader

WORKING CONDITIONS:

- Spending long hours repeatedly sitting and standing, using office equipment and computers which can cause muscle strain.
- Lifting of light supplies and materials from time to time.
- Ability to manage a number of requests and situations at one time.

POSITION DESCRIPTION
Chief of Academic Innovation

WORKING HOURS AND RATE OF PAY:

- Chief of Academic Innovation normally works from 7:30 am until 4:00 pm with some night and weekend assignments being necessary to complete the responsibilities of the position
- 206-228 Days per year
- The current rate of pay is available from the Office of the CEO/Executive Director and dependent on experience

METHOD OF APPLICATION:

- When posted, applications can be received on the e3 website, Indeed, or EdJoin.org, etc.
- A current Resume, Unofficial Transcripts, Credentials, Letter of Introduction, 3 Professional References, CBEST/CSET Test Results must be attached to the application for consideration.



Dr. Helen V. Griffith
EXECUTIVE DIRECTOR

February 23, 2018

Clerk of the Board of Supervisors
San Diego County Board of Supervisors
1600 Pacific Highway, Room 402
San Diego, California 92101

Re: Conflict of Interest Code for e3 Civic High


Dear Clerk of the Board:

e3 Civic High is a nonprofit public benefit corporation operating as a charter school program in San Diego County. Because all of the Corporation's operations are currently located in San Diego County, San Diego County is e3 Civic High's code reviewing body. At e3 Civic High's recent Board of Directors meeting on February 21, 2018, its Board of Directors approved a resolution adopting a Notice of Intent to Adopt a Conflict of Interest Code ("Code") and instructing staff to seek San Diego County's preliminary review of its proposed Code. The Notice of Intent initiated a 45-day comment period that commenced on February 23, 2018. In accordance with the Political Reform Act and FPPC regulations section 18730 and 18750, subdivision (a)(2), e3 Civic High hereby submits the following to San Diego County for preliminary review:

1. A copy of the proposed Code in clean version;
3. A description of duties of the positions affected by the Code; and
4. A copy of the Notice of Intent

Please let me know if you need anything further from e3 Civic High in order for San Diego County, as the code reviewing authority, to process e3 Civic High's proposed Code.

Very truly yours,


Dr. Helen V. Griffith
CEO/Executive Director
e3 Civic High

Enclosures

RESOLUTION NO. 10

RESOLUTION OF THE BOARD OF DIRECTORS OF E3 CIVIC HIGH, A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION AUTHORIZING THE ADOPTION OF A CONFLICT OF INTEREST CODE AND CERTAIN OTHER ACTIONS RELATED THERETO

WHEREAS, e3 Civic High, a California nonprofit public benefit corporation (the “Corporation”) that operates a public charter school, is required to adopt a Conflict of Interest Code pursuant to Government Code Section 87300;

WHEREAS, the Fair Political Practices Commission (“FPPC”) has adopted a regulation (2 Cal. Code Regs. § 18730) which is a model conflict of interest code and requires certain local agency officials, employees, and consultants to file FPPC Form 700s, Statement of Economic Interests; and

WHEREAS, the Corporation desires to adopt a Conflict of Interest Code incorporating the FPPC Model Code by reference.

NOW, THEREFORE, this Board of Directors of the Corporation does hereby find, resolve and order as follows:

Section 1. A Conflict of Interest Code and Appendix (“Code”), in the form attached hereto as Exhibit A, and incorporated herein by reference, is hereby tentatively adopted and promulgated.

Section 2. The Chief Executive Officer (“CEO”)/ Executive Director is hereby directed to establish a 45-day public comment period to begin on February 23, 2018, by posting a Notice of Intention to Adopt a Conflict of Interest Code, in the form attached hereto as Exhibit B (“Notice”), on the Corporation’s employee bulletin boards or in the employee newsletters, publishing the Notice on the Corporation’s website, and concurrently mailing notice to the Clerk of the Board of Supervisors of the County of San Diego.

Section 3. The Conflict of Interest Code shall become effective immediately upon:

- a. Its final approval by this Board of Directors following close of the public comment period and after a public hearing, if requested, at its meeting on April 18, 2018; and
- b. Its approval by the Board of Supervisors of the County of San Diego as the code reviewing body.

- Section 4. Upon its final approval by the Board of Directors of the Corporation, the CEO/ Executive Director is hereby directed and authorized to submit a certified copy thereof to the Board of Supervisors of the County of San Diego for approval.
- Section 5. This resolution shall take effect immediately upon its adoption.

EXHIBIT A

e3 CIVIC HIGH, A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION CONFLICT OF INTEREST CODE

1. Standard Code of FPPC

The Political Reform Act of 1974 (Gov. Code § 81000 *et seq.*) requires each state and local government agency to adopt and promulgate a conflict of interest code. As a local government agency, e3 Civic High, a California nonprofit public benefit corporation (the "Corporation"), is therefore required to adopt such a code. The Fair Political Practices Commission ("FPPC") has adopted a regulation (2 Cal. Code of Regs. § 18730) that contains the terms of a model conflict of interest code, which can be incorporated by reference as an agency's code. After public notice and hearing, the regulation may be amended by the FPPC to conform to amendments in the Political Reform Act.

2. Adoption of Standard Code of FPPC

The terms of 2 Cal. Code of Regs. Section 18730 and any future amendments to it duly adopted by the FPPC are hereby adopted and incorporated herein by reference. This regulation and the Appendix attached hereto designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Corporation ("Code"). This Code shall take effect when approved by the Board of Supervisors for the County of San Diego, and shall thereupon supersede any and all prior codes adopted by the Corporation.

3. Filing of Statements of Economic Interests

Pursuant to Section 4 of the model code set forth in 2 Cal. Code of Regs. Section 18730(b), each designated employee set forth in the Appendix shall file a Statement of Economic Interests ("Form 700") with the Secretary of the Corporation. Upon receipt of the statements of the members of the Board of Directors, the Secretary shall make and retain copies and forward the originals of these statements to the Clerk of the Board of Supervisors for the County of San Diego. Statements for all other designated employees shall be retained by the Secretary.

**APPENDIX TO
e3 CIVIC HIGH, A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION
CONFLICT OF INTEREST CODE**

Preamble

Any person designated in Section I of this Appendix who is unsure of any right or obligation arising under this Code may request a formal opinion or letter of advice from the FPPC or an opinion from legal counsel to e3 Civic High, a California nonprofit public benefit corporation (the "Corporation"). (Gov. Code § 83114; 2 Cal. Code of Regs. § 18730(b)(11).) A person who acts in good faith in reliance on an opinion issued to him or her by the FPPC shall not be subject to criminal or civil penalties for so acting, provided that all material facts are stated in the opinion request. (Gov. Code § 83114(a).)

Opinions rendered by legal counsel to the Corporation do not provide any statutory defense to an alleged violation of conflict of interest statutes or regulations. The prosecuting agency may, but is not required to, consider a requesting party's reliance on such legal counsel's opinion as evidence of good faith. In addition, the Corporation may consider whether such reliance should constitute a mitigating factor to any disciplinary action that the Corporation may bring against the requesting party under Government Code Section 91003.5.

I.

DESIGNATED POSITIONS

<u>Designated Position</u>	<u>Disclosure Categories</u>
Members of the Board of Directors	1, 2
Executive Director/CEO	1, 2
Consultants/ New Positions	*

* Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the Code, subject to the following limitation:

The Executive Director or designee may determine in writing that a particular consultant/ new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's/ new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director or designee determination is a public record and shall be retained for public inspection in the same manner and location as this code. (Gov. Code § 81008.)

II.

DISCLOSURE CATEGORIES

Category I. Designated positions assigned to this category must report:

Interests in real property which are located in whole or in part within two (2) miles of any facility utilized by the Corporation, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

Category 2. Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture, provide or sell instructional materials, school supplies, machinery, equipment, books, or furnishing of the type utilized by the Corporation.

EXHIBIT B

NOTICE OF INTENTION TO ADOPT A CONFLICT OF INTEREST CODE FOR e3 CIVIC HIGH, A CALIFORNIA NONPROFIT PUBLIC BENEFIT CORPORATION

NOTICE IS HEREBY GIVEN that e3 Civic High, a California nonprofit public benefit corporation (the "Corporation") tentatively approved a Conflict of Interest Code ("Code") pursuant to Government Code Section 87300 at its meeting on February 21, 2018, and intends to finally adopt the Code. Pursuant to Government Code Sections 87200 and 87302, the Code designates public officials, employees, and consultants of the Corporation who make governmental decisions, manage the Corporation's investments, and who, therefore, must disclose certain investments, interests in real property, sources of income and business positions, and disqualify themselves from making or participating in the making of governmental decisions affecting those interests.

A public comment period has been established commencing on February 23, 2018, and terminating on April 9, 2018 (a 45-day period). Any interested person may present written comments concerning the proposed Code no later than April 9, 2018 to the Corporation's representative at the address listed below. No public hearing on this matter will be held unless any interested person or his or her representative requests a public hearing no later than 15 days prior to the close of the written comment period.

The exact terms of the proposed Code, and all of the information upon which the Code is based, are available for inspection and copying by interested persons by contacting the Corporation's representative at the address listed below, and are also available at the office of the Clerk of the San Diego County Board of Supervisors. The Corporation has prepared a written explanation of the reasons for the designations and the disclosure responsibilities and has available all of the information upon which its proposed Code is based. Any general inquiries concerning the proposed Code should be directed to the Corporation's representative listed below.

Dr. Helen V. Griffith
CEO/ Executive Director
e3 Civic High
395 11th Avenue, 6th Floor
San Diego, CA 92101
Phone: 619-546-0000
Fax: 619-677-2955



Dr. Helen V. Griffith
EXECUTIVE DIRECTOR

SECRETARY'S CERTIFICATE

I, Alberto Ochoa, Secretary of the Board of Directors of e3 Civic High, a California nonprofit public benefit corporation (the "Corporation"), County of San Diego, California, hereby certify as follows:

The attached is a full, true, and correct copy of the resolutions duly adopted at a regular meeting of the Board of Directors of the Corporation, which was duly and regularly held on the 18th day of April, 2018, at which meeting a quorum of the members of the Board of Directors was present; and at such meeting such resolutions were adopted by the following vote:

AYES: 7

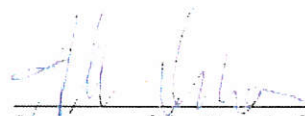
NOES: 0

ABSTAIN: 0

ABSENT: 0

I have carefully compared the same with the original minutes of such meeting on file and of record in my office; the attached resolution is a full, true, and correct copy of the original resolution adopted at such meeting and entered in such minutes; and such resolution has not been amended, modified, or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand this 18th day of April, 2018.



Secretary of the Board of Directors of
e3 Civic High, a California nonprofit
public benefit corporation