

Sky Mountain Charter School Parent Council Meeting Minutes

By Webex Teleconference

1423 W. State Street Suite A

Redlands, CA 92373

Thursday, October 9, 2014 at 1:30pm

1. CALL TO ORDER

- Jennifer Felton; Parent Council President called meeting to order at 1:34pm

2. PLEDGE OF ALLEGIANCE

- Jennifer Felton led the meeting attendees in the Pledge of Allegiance

3. INTRODUCTIONS/WELCOME/ROLL CALL

- Jennifer Felton; Parent Council President introduced herself, welcomed the parent council members, and thanked them for their time to attend the meeting.
- Jennifer Felton introduced the school representation and presenters present at the meeting:
 - Sarah Coyan; Sky Mountain Parent Support/Parent Council Secretary
 - Krista Woodgrift; Sky Mountain Teacher Services Director
 - Stefanie Lamar; Curriculum Coordinator
 - Erin Havrilesky; Guidance Coordinator
 - Melissa Valdez; Assessment Director
 - Julia Jezowski; WASC Coordinator
 - Cynthia Rachel; Director of Educational Support Services
 - Kara Willis; Sky Mountain Educational Liaison
- Kara Willis introduced Dr. Jason Jones, Chief Administrative Officer (CAO) with Innovative Education Management.
 - We are pleased to announce that Dr. Jason Jones has accepted the position of Chief Administrative Officer with IEM.
 - Dr. Jones will be located in the Placerville Missouri Station office and will report to Randy Gaschler, IEM President.
 - Dr. Jones will be responsible for supporting and driving educational performance. He will serve as the chief instructional leader and will carry and communicate the academic vision for the organization. He will oversee curriculum, instruction, assessment, compliance, and professional development. Dr. Jones will also be responsible for ensuring instructional consistency and quality across IEM schools.
 - Dr. Jones holds a BA in English, a Masters in School Counseling, and a Ed.D. (doctor of education) in Educational Leadership. Dr. Jones comes to us from the University of Phoenix where he has served for a number of years as Director of

Academic Affairs. Dr. Jones brings a proven track record of success in both education and administration.

- Sarah Coyan took role, parent council member attendees: **Rocio Murillo, Genie Sloan-Pena, Susan Dennis, Jennifer Radford, Dawn Gendron, Alida Chacon, Jennifer Felton, Tari O'Neill, Jacqueline Carrier, Jeanette Miura, Sarah Bjorklund, Mildred Farnsworth, Dina Adham, Christine Cole, Diane Owings**

4. HEARING OF THE PUBLIC

Members of the public may be heard on any item. A person addressing the Council will be limited to 3 minutes, unless the Site Administrator grants a longer period of time. Comments by members of the public on an item on the agenda will only be allowed during consideration of the item by the Council.

5 REPORTS

A. Teacher Services Report; Krista Woodgrift

- Krista thanked the parent council for their attendance.
- SMCS has hired 7 new teachers to accommodate our growing student population.
- It has been challenging to find ESs in the LA area, the solution to that challenge is we hired 3 ESs in the Orange County area to specifically serve students in the Los Angeles area.
- We have been using mapping software to map where our prospective students are so we can hire and place teachers in areas where there is the most need; we are trying to be very strategic with our hiring process.
- We currently have 104 ESs serving SMCS families.
- We are continuously growing, and we currently serve over 2,200 students.
- Our enrollment this year was a 10% increase from last year.
- This year we have fully implemented Common Core; this meant a new Learning Records system for our teachers.
- We are focusing this year on teacher training and training quality:
 - We are supporting teachers with online training, in person training, and providing them with practical resources to use with families like checklists, flipcharts, and other valuable tools.
 - We have changed the way we have our monthly ES meetings to encourage more networking and interaction.
 - We have increased the number of in person training days.

B. IEM Report; Dr. Jason Jones

- Dr. Jones thanked the parent council for having him here and welcoming him to the parent council meeting.
- Dr. Jones stated that when Randy Gaschler; IEM President, appointed him as CAO, he looked forward to embracing this as a wonderful opportunity to continue providing options and to keep the parent choice movement alive and well.

- Dr. Jones comes to us from the University of Phoenix where he worked for 2 ½ years leading a complex organization through some challenging years with accreditation processes, academic quality, and a restructuring of how that organization would look for years to come. Dr. Jones is excited to take on some of those same types of responsibilities with IEM.
- Dr. Jones is celebrating his two month anniversary with IEM; in this past couple months he has been listening, observing, taking a lot of notes, attending a lot of meetings, and getting out in the field to meet students and families.
- Dr. Jones is starting a “Road Show,” where he will be meeting Superintendents of our schools sponsoring districts, watching the implementation of i-Ready, and being involved with as many people as he can so he can get a great grasp on the organization as a whole.
- Dr. Jones has worked with Krista Woodgrift on the projects including her work on the hiring committees.
- Dr. Jones announced some new hiring at IEM, we recently hired two new positions:
 - Maya Myers accepted the role of IEM Director of Teacher Support Services; Maya was previously the Ocean Grove Charter School Teacher Service Director.
 - Cynthia Rachel accepted the role of Director of Educational Support Services, Cynthia was previously the Educational Liaison for South Sutter Charter School.
- SMCS has 2,217 actively enrolled students with 80 prospective students waiting for enrollment.
- Our Vendor Relations Department to date for SMCS has processed:
 - 7,515 purchase orders
 - 38 Online Managed Licenses (OML) Vendors
 - 2,615 Online Managed Licenses (OML) Licenses

C. Curriculum Report; Stefanie Lamar

- There are a lot of exciting things going on in the curriculum department this year.
- Stefanie shared that we are able to offer a variety of supplemental math and English Language Arts (ELA) curriculum, technology, and tutoring services to our struggling students using available LCAP funding. This funding has allowed a wonderful opportunity to provide educational resources to our students who are shown to be two or more grade levels below on any one sub-skill on their i-Ready diagnostic report.
- While this funding lasts, these opportunities are being offered to these students with no cost from their instructional funds.
- A supplemental math and ELA curriculum was carefully chosen by our curriculum department. Each recommended curriculum has an ES curriculum expert assigned to that program for our school. These experts are excellent resources who are available to train parents and ESs on the curriculum features.
- Parent Listserv announcements go out each week to keep parents informed of our training opportunities.
- SMCS is also offering web-based small group tutoring classes for our students who score two or more grade levels below on their i-Ready diagnostics. Our school has allotted LCAP funding toward two tutoring companies:
 - WebWise Tutors for grades K-8

- Home Tutoring Plus for grades 9-12
- Additionally, SMCS students will have options to enroll in small group tutoring sessions with SMCS ESs in the areas of math and ELA.
- SMCS hosted our first parent information night on September 24, 2014. The curriculum team was in attendance at parent night in addition to three of our schools curriculum experts who shared with parents about their individual programs.
- The public curriculum page on the SMCS website was recently revamped to be more user friendly, include more variety of information, and was updated with a new Common Core Resources section that we highly encourage parents to look at.
- K-12 math and ELA Common Core flipcharts were provided to all ESs to use with families during LR meetings to help develop a deeper understanding of the Common Core state standards.
- The curriculum department is thrilled with the opportunities offered to our students and we are looking forward to much academic growth and success this school year.

D. Guidance Report; Erin Havrilesky

- We recently sent out the National Honors Society applications and received a number of responses. All students who applied were eligible! We now have 21 members of the SMCS branch of the National Honors Society, 3 of which are going to be graduating seniors this year!
- This year we have 28 potential graduates.
- Graduation celebration and ceremony is planned and booked for Thursday, May 28, 2015 and we hope all parent council members can make it.
- A Parent Listserv with more details about graduation will be going out closer to that time.
- Some other exciting news is that we are looking at a learning management system called Schoology. Several of our teachers have already created classes on the Schoology platform. This allows them to put all class materials in one place, and enables them to have discussions, quizzes, and other multimedia resources available for their students.
- We have added another UC approved a-g chemistry lab class this year.
- Slowly but surely we are excited to be building our a-g course list!

E. Assessment Report; Melissa Valdez

- Thank you to all of our wonderful SMCS families! It's been quite a year for assessments!
- We have had a lot of assessment changes this year.
- We have changed our local assessment this year from Scantron to i-Ready, which is much different. We have had positive responses from families.
- i-Ready is a new test this year; many families have already taken it. SMCS has had 1,769 students take the reading diagnostic test, and 700 students have taken the math diagnostic test. 79% of our students eligible to take i-Ready for reading have completed it, of that 79%, in reading 80% are on target for grade level. 70% of our students eligible to take i-Ready for math have completed it and of that 70%, in math is a little lower with 57% on target for grade level. It is not unusual to see math scores a little lower but the nice thing is we do have a lot of families (approximately 500 students) participating in the free supplemental resources available to families for math growth.

- We understand that i-Ready takes longer than Scantron and have run into some concerns with that, we would like to assure the council we are mindful to that and will continue to work together toward a solution that works for everyone and still allows us to obtain the data we need for our accountability and charter requirements.
- Review of assessments for this year:
 - i-Ready, local assessment grades 1 and up take a pre and post test. We are offering i-Ready for kindergarten students if the parent feels it's appropriate.
 - i-Ready pre-test window ends on October 13, 2014 and the post-test window opens on February 2, 2015- March 27, 2015.
 - TK/K students will continue to take the written TK/K assessment.
 - CELDT is mandatory by the state of California for all of our designated English Learners.
 - CAHSEE, high school exit exam taken in 10th grade or by students in 11th or 12th who have not passed one or both sections. High school students can continue to take the CAHSEE until they pass; passing the CAHSEE is required to receive a diploma. It is very important that our 10th graders plan accordingly for the CAHSEE. We generally begin preparing with them starting in 9th grade. We have three CAHSEE administration dates coming up this year:
 - November 4th and 5th, 2014 for 11th and 12th grade only who have not yet passed.
 - February 24, 2015 for 10th grade, also open to 11th and 12th graders who have not yet passed.
 - Makeup date is May 12th and 13th, 2015. Students in grades 10th, 11th, and 12th will be able to test at the makeup administration date.
 - Noteworthy for CAHSEE is that 11th graders are only allowed to attempt the CAHSEE twice during their 11th grade year. 12th grade can attempt every date the test is offered.
- California Assessment of Student Performance and Progress (CAASPP), which replaced STAR; we had our field testing last year, this year it counts.
 - Families will get a grade performance report for their students this year.
 - Window for CAASPP this year is March 31, 2015 -May 6, 2015.
 - CAASPP is administered to our 3rd-8th and 11th grade students.
 - CAASPP is site based, and will be two days of testing.
- Science California Standard Test (CST) will be for students in grades 5th, 8th, and 10th and will be scheduled during the same date windows and sites as the CAASPP.
- Physical Fitness Testing (PFT) state test that is given to students in grade 5th, 7th, and 9th. This assessment is given by the ESs. PFT window is February 2, 2014-May 27, 2015.

F. WASC Report; Julia Jezowski

- WASC stands for the Western Association of Schools and Colleges. The purpose of WASC is to award our school an accreditation for our high school program. This accreditation allows our students' courses, grades, and units to be accepted at more colleges and universities after graduation.

- The WASC process is designed to allow us to go through an in-depth analysis of our school, focusing on our high school students and their success. We identify areas of strength and areas of need and then create an action plan to address those needs and better serve our high school students.
- The WASC process includes the participation of all stakeholders including the Leadership team, ESs, district board members, IEM employees, students, and parents.
- Sky Mountain is currently in year three of the six-year accreditation process. This coming February we will have a WASC Mid Term Review visit in which we will share with a WASC evaluator what we have done to improve on our critical areas of growth. To be specific, the WASC visit will be on the same day as our all ES meeting on February 10th. We will also be looking closely at how we have served our high school students over the last three years and evaluate what has worked, what needs a little extra focus, and how we will transition from STAR testing to the new Common Core test.
- We will continue to look at ways to serve our families in the Parent Choice manner that we value at our school.

G. Sky Mountain Charter School Adopted Budget; Dr. Jason Jones

- We have worked diligently to maintain a high reserve for the last several years because of that financial crisis at the state that included a cross-year deferral reaching 38.40%
- Our revenue has protected us from potential cash flow shortages that could have caused interference with important elements of payroll and vendor payments.
- The implementation of Local Control Funding Formula (LCFF) allows us to not anticipate large or lengthy cross-year deferrals; we are planning a spend-down year to reduce our reserve requirement as determined by SB 740.
- We were very fortunate during the state fiscal crisis to be allowed to hold a large reserve and have it not affect our funding determination; however, we are now prepared to follow standard reserve protocol.
- Our planned deficit spending to reduce reserves are:
 - Student Instructional Funding Increase:
 - TK-8th grade students' instructional funds (IFs) increased from \$1,600.00 a year to \$2,000.00 a year.
 - 9th-12th grade IFs increased from \$2,200.00 a year to \$2,500.00 a year.
 - Education Specialist (ES) per student rate increase:
 - TK-8th from \$1,596.50 to \$1,800.00
 - 9th-12th from \$1,802.50 to 2,100.00
 - All other staff received a 7% increase in pay for the 2014/15 school year.
- Alida Chacon asked Dr. Jones if any of the \$327,000.00 budgeted for Common Core teacher training could be used for parent training. Specifically, Lego Mind Set has videos that offer parent training on how to use the resource. Dr. Jones stated that he would check with the finance director and get this answer to the council as soon as possible.
 - An email was sent to the parent council on October 11, 2014 answering this question: "We appreciate the feedback that you'd like to see some parent trainings. Dr. Jones checked with our finance/budget director and unfortunately, we are unable to use the Common Core and teacher training funds in the budget

for parent training. However, we will definitely keep this in mind and will consider building into our budget for next year.”

6 DISCUSSION ITEMS

A. SMCS Fundraiser Account; Kara Willis

- Last year we voted on and approved opening a new SMCS Fundraiser account allowing Kara Willis and the parent council treasurer to be authorized account holders and signers of that account. When Kara went to open the account the bank requested that we have official meeting minutes stating her name as an authorized person to open this account. The minutes from the meeting when the approval took place stated that the parent council approved the SMCS Account Fundraiser Changes document. The document stated Kara’s name; however, the minutes did not. We are asking the council to approve for Kara Willis to open up a new SMCS Fundraiser Account, with each year’s parent council treasurer as the second authorized user. The 2014/15 second authorized user will be Dina Adham, parent council member/treasurer.
- Kara was asked what the fundraiser account monies will be used for. Kara answered that an example of what the fundraiser account monies will be used for is graduation. We ask the parent council to approve funds for food, balloons, decorations, announcements, etc. for the graduation ceremony.

7 ACTION ITEMS

A. Motion to approve for Kara Willis to have authorization to open a new SMCS Fundraiser Account

- Jennifer Felton asked for a motion to approve for Kara Willis to have authorization to open a new SMCS Fundraiser Account. Tari O’Neill motioned to approve for Kara Willis to have authorization to open a new SMCS Fundraiser Account. Alida Chacon seconded the motion. Roll call vote taken. **Motion Approved by unanimous vote.**

B. Motion to approve August 5, 2014 Meeting Minutes

- Jennifer Felton asked for a motion to approve the August 5, 2014 Meeting Minutes. Jacqueline Carrier motioned to approve the August 5, 2014 Meeting Minutes. Tari O’Neill seconded the motion. Roll call vote taken. **Motion Approved by unanimous vote.**

8 ADJOURN

- Jennifer Felton; Parent Council President thanked the parent council members and school representation for attending and adjourned the meeting at 2:08pm.

Approved by Parent Council on May 14, 2015