

Sky Mountain Charter School Parent Council Meeting Minutes

By GoTo Teleconference

1423 W. State Street Suite A, Redlands, CA 92373

Thursday, March 10, 2016 at 6:00pm.

1. CALL TO ORDER

Jennifer Felton, SMCS Parent Council President, called the meeting to order at 6:05pm.

2. PLEDGE OF ALLEGIANCE

Jennifer Felton led all meeting attendees in the Pledge of Allegiance.

3. INTRODUCTIONS/WELCOME/ROLL CALL

Jennifer Felton welcomed everybody to the meeting.

Sarah Coyan took role:

Parent Council Attendees: Jennifer Felton, Alison Ujueta, Rebecca Sanchez, Sarah Bjorklund, Dina Adham, Vicotoria Lehndorfer, Viviana McDonald, Na'comi Berman, Danielle Kuhns, Christina Thompson, Christine DeVries, Karen Cobb, Deana Munroe

School and IEM representatives also in attendance:

- Dr. Jason Jones; Chief Administrative Officer
- Cynthia Rachel; Director of Education Support Services
- Burke Wallace; Director of Teacher Support Services
- Kristi Henry; SMCS Advisor
- Serenity Greeno; SMCS Advisor
- Argi Sayari; Sky Mountain Educational Liaison
- Sarah Coyan; Sky Mountain Parent Support and Parent Council Secretary

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.

Trish Welham addressed the council; Trish has been with SMCS for seven years. Trish collected a list of 23 SMCS parent names who have had problems with getting vendors approved. Trish went through the list to highlight the problem some parents are concerned with:

1. Trish: Explorer Field Trips, denied, they are a vendor for 10 other charter schools
2. Jennifer: The Rink, not approved, they are a vendor for 7 other charter schools
3. Layla: unnamed vendor, not approved, vendor never received the packet
4. Katie: unnamed vendor, approval took 6 months
5. Deborah: karate vendor, not approved
6. Tani: vendor took 11 months for approval, same vendor approved with other charters in 1-2 months
7. Christine: Fiber Arts vendor, not approved, in process since August
8. Carrie: unnamed vendor, denied without explanation, approved with another charter in 3 months
9. Grace: unnamed vendor, not approved, in process since September
10. Lisa: took a whole year to get their math tutor approved
11. Rachel: JVI Dance Company, not approved, in process for 5 months, vendor for other charter schools
12. Amy: Another Level Sports Performance, approval took 5 months
13. Amy L: tutoring and drum lesson vendor Steven Duran, not approved and Hanger H Teams, not approved, waiting since September
14. Jacqueline: a-g guitar lessons vendor, not approved, approved at other charters
15. Kelly: EM Sports Training, not approved and tutoring vendor Dina Davert was sent an approval notice and then sent a denial notice without explanation
16. Trina: Fun With Horses, not approved
17. Trina: unnamed horse stable vendor not approved
18. Hemena: Gym Center USA in Claremont, not approved
19. Susan: Music Maker in Anaheim Hills, not approved, in process since October and Wednesday School in Orange not approved
20. Anne: X Factor Baseball Lessons, not approved and dance vendor Megan Manriquez not approved after a year and a half
21. Karen: Aquatic Zone in Corona, never approved, they are a vendor with other charters
22. Susie: Performing Arts Empire, not approved, they are a vendor with 4 other charters
23. Sydea: Teacherspayteachers.com, not approved and tutoring vendor not approved, paperwork lost by Sky Mountain

Trish reiterated that she highlighted this list of parents and vendors to show that this is a large issue that needs to be resolved and thanked the parent council for hearing her.

5. DISCUSSION ITEMS

A. Vendor approval process, procedures, and timelines

John Wilberger, Director of Vendor Relations was not able to attend this meeting but reviewed the Vendor Relations (VR) discussion items and questions with Cynthia Rachel to be addressed at the meeting. Each step of the vendor approval process is accessible to all ESs under the Vendor Approval Notes section. Timeframes for vendor approval will vary depending on how quickly the prospective returns the Vendor Agreement along with all supporting documents. The Department of Justice (DOJ) has instructed VR to not answer questions regarding their processes. We provide a link to the DOJ's webpage for prospective vendors to access the application. VR has implemented an online vendor application on each school's website which has expedited the vendor approval process immensely. We will be adding a comment to the online application for a vendor to let us know if they have not received the agreement within 5 days from the date that they submit the application to let us know. VR makes every effort to reply to all calls and emails within a 24 hr period which is company policy.

B. Vendor request appeal

This should be resolved by now having the vendor notify VR directly if they have not received the agreement within 5 days of submitting the application.

C. Vendor list revision

The vendor approval, denial and removal process is confidential in nature. VR handles the business side of approvals. Specific curriculum such as Life of Fred Books, which was one of the curriculums specifically inquired about, would be handled by the education approval team.

When a curriculum is found to have sectarian content (or is listed as such by other sources) it is not allowed to be purchased using instructional funds. Generally, if it is a popular item, it is added to the Vendor/Publisher/Curriculum Watchlist which ESs have access to in the ES Manual. The Life of Fred books were deemed to have sectarian content. This was determined after viewing several books and after lengthy discussions with the author/publisher.

IT and Educational Liaisons are working together to make the vendor list searches more user friendly and for a separate place to house GEA only information so they will not pop up as an Educational Activity.

D. Sky Mountain PO # of Line Items

VR and the IT department are working together on beta testing a 30 line PO; it's not ready to be used yet. The shipping is not initiated by purchase order is based on the money spent. No matter how many POs we have to initiate to fill the order, the shipping is going to be based on the total amount spent for each order.

It's not necessarily an additional use of funding to pay for shipping because it's always based on a percentage of the total amount of each PO.

E. Instructional funds buffer

There is no buffer required although sometimes billed amounts are different than what the PO states so some ESs want to make sure the account has enough money to cover the difference. Some ESs will advise families to, for a short amount of time, not spend every penny until everything is allocated and there can be determination of exactly what is left. It is not required to have a buffer and when advised to save some funds it should not be large amounts. Just be aware that sometimes there can be extra processing, shipping, or billing amounts. Instructional funding is available for parents to use up until the point at the end of the year when the spending window closes. Any funds that are left the ESs can use for purchasing curriculum to support new families for the following year. We advise parents to spend all of your money, the funding is based on the ADA for your child for that school year. We will make sure that we follow up with ESs to ensure they know that IF buffers are not a practice of IEM.

F. Instructional funds rollover

No, there is not a plan for instructional funds to rollover from year to year. The funding is established based on the ADA for the current school year. If you have money leftover when the funding window is coming to a close, think about what you will need for the following school year and invest in those supplies now with your funds. We will not be rolling funds over; the funding is for the school year and we want to make sure families are using all their funds for the year and getting everything they need for that year rather than banking large sums are funding. April 8th is the funding cutoff for this school year; we advise to get orders to your ES a couple weeks prior to that date.

Parent Council asked what the 2016/17 funding will be; just as soon as we know what the funding will be for next school year we will send out a listserv to families.

G. Summer school funding

As of right now there is no state funding for summer school, we do not have the ability to offer summer school funding.

H. Inactive vendors

We do ask vendors in the vendor agreement to immediately notify VR if they change contact info or go out of business. VR has an active IT Request to archive approved vendors if no POs have been created

within 2 years. Vendors can also contact the office to let us know if they have moved or are no longer in business.

6. ACTION ITEMS

A. Motion to approve alternate parent council members to fill vacancies

****Christina Thompson moved to approve alternate parent council members to fill vacancies, Danielle Kuhns seconded the motion. Motion approved by unanimous vote.****

B. Motion to approve Educator Effectiveness Funding Proposal

****Christina Thompson moved to approve the Educator Effectiveness Funding Proposal, Alison Ujueta seconded the motion. Motion approved by majority vote.****

C. Motion to approve October 15, 2015 Meeting Minutes

****Victoria Lehndorfer moved to approve the October 15, 2015 Meeting Minutes, Danielle Kuhns seconded the motion. Motion approved by majority vote.****

D. Motion to approve January 21, 2016 Meeting Minutes

****Danielle Kuhns moved to approve the January 21, 2016 Meeting Minutes, Christina Thompson seconded the motion. Motion approved by majority vote.****

7. ADJOURN - Please email any future agenda items you would like added to the agenda for our May 19th meeting to Sarah Coyan scoyan@ieminc.org. Thank you for attending this evening. Jennifer Felton adjourned the meeting at 7:07pm