

# Sky Mountain Charter School Meeting Minutes

## SMCS Charter Parent Council Meeting

By Webex Teleconference  
8560 Aliento Road  
Lucerne Valley, CA. 92356

June 3, 2014 at 1:30pm

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1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **INTRODUCTIONS/WELCOME/ROLL CALL**

Tracy Springford; SMCS Parent Council President, welcomed and thanked the parent council members for attending the meeting.

Tracy Springford; SMCS Parent Council President welcomed and introduced school staff and presenters: Krista Woodgrift, Erin Havrilesky, Stefanie Lamar, Melissa Valdez, Eric Schoffstall, Kara Willis, and Sarah Coyan

Parent Council Attendees: Josie Robles, Bernadette Oakley, Renee Henry, Christine DeVries, Tracy Springford, Victoria Lehndorfer, Adriana Young, Greta Parker, Rocio Murillo, Jennifer Radford, Dawn Gendron, Allie Encarnacion

#### 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; Krista Woodgrift

- Krista discussed the ES interview and hiring process; the process is a five step, very selective process that helps to ensure we hire only the best of the best to bring onto our team!
- Activities like building a house of cards and solving riddles were included in the ES group interview day; these activities helped to show how well

the candidates work with others, and provided an opportunity to get to know them better on a personal level.

- Five selected candidates are currently in the training process; many of our candidates will service the LA area to accommodate the long prospective student list we have in that geographic region.
- Krista discussed the upcoming All ES Meeting in August.
- The All ES Meeting will include ESs and administration from Sky Mountain and our two sister schools Ocean Grove and South Sutter.
- The All ES Meeting will provide an opportunity to collaborate and pull resources.
- The All ES Meeting will include a vendor fair, and a guest speaker to discuss the Common Core standards and how that will look with our independent study model.
- Krista discussed how ES monthly meetings will change next year; last year the process was to read the agenda “Round Robin” style, this year that will be eliminated leaving more time for networking for ES idea. We are excited about this networking time because the ESs have great ideas!
- Krista discussed the new Redlands office that we acquired last summer, this office has been a great resource for us. Interviews, training, and orientation has been held there, the assessment team used this location to prepare for the SBAC testing, and we are using it as a lending library for ESs to check in and out materials for their families.
- Krista discussed that the ESs and administration team will all break in the month of July, rather than all working different calendars, which did not feel like much of a break. Closing and all taking a break in the month of July will be good for the Sky Mountain team and for families and students because the ESs and staff will have that time to recharge and come back refreshed ready to serve families.

#### B. Guidance; Erin Havrilesky

- Erin’s phone connection to the meeting was lost; Krista spoke briefly about graduation while Erin reconnected to the meeting.
- Graduation was a beautiful ceremony; each ES spoke about their graduate. The ceremony was very personal and special.
- Erin discussed graduation; graduation was wonderful as Krista stated.
- We had five seniors meet the criteria this year for the National Honor Society; additionally, we had one student this year who qualified for the state of California Golden Seal Merit based on her accumulated standardized test scores.
- Erin spoke about concurrent enrollment. We had a very successful year of concurrent enrollment this year with approximately 37 students who took concurrent enrollment classes.
- Erin announced that we have a new IEM Director of Guidance and Curriculum, Brandy Anderson; under his leadership we will be expanding the role of our department chairs to include more collaboration with IEM

sister school department chairs. We look forward to a lot of changes and improvements in those areas.

- Erin reported that Sky Mountain has successfully submitted our technological plan to the State of California Department of Education and that Sky Mountain is eligible for Microsoft educational technology voucher funds.

#### C. Curriculum; Stafanie Lamar

- Stefanie spoke about Common Core training. We spent this year providing ESs and families with eight Common Core module trainings; one training went out each month. ESs were required to participate in the module trainings, families were provided with the option to participate. These trainings are on the Sky Mountain website for families to view at their convenience.
- Common Core activity ideas and resources will be sent to families next year on a regular basis through our parent listserv, and we will be continually adding resources in regard to Common Core to the Common Core section of our website.
- Stefanie spoke on instructional funding. The instructional funding for next year will be a little different in regard to the \$150 spring ordering limit, families will now have access to full funds for a jump start on ordering so that students can have all their curriculum and materials and be prepared on the first day of school.
- Stefanie spoke about the OML system, online managed license system. The OML has been a huge success this year; we were able to utilize volume purchase pricing power of all the IEM schools to receive the greatest discount for our students. In response to our parent's request, parents are able to place these orders now to ensure students have everything they need for their first day of school.

#### D. Assessment: Melissa Valdez

- Melissa had a last minute personal emergency and was unable to attend the meeting.

#### E. Independent Study Virtual Meeting Guidelines; Eric Schoffstall

- Eric discussed the Independent Study Virtual Meeting Guidelines. Earlier in the year the parent council approved a revision in the Independent Study Policy to take out the words "face to face." This revision brought up a great deal of questions in the organization about what exactly this meant. Eric reiterated that we still emphasize that our number one priority is to meet in person. In person meetings matches the vision of our school and we believe this is the best way for the ESs and families to work together to best meet the needs of our students. However, we understand

that there are circumstances when the possibility of providing an opportunity for a virtual learning record meeting is appropriate. The IEM and Sky Mountain staff has created some guidelines and procedures that will be followed in the event that a virtual meeting is deemed necessary. We wanted to present these guidelines to the parent council; the guidelines include some set criteria that qualify along with the explanation that extenuating circumstances will be evaluated on a case by case basis. These guidelines go into effect next year.

## **6. DISCUSSION ITEMS**

### **A. Local Control and Accountability Plan (LCAP); Shoni Johnson**

- Shone gave some background information in regard to LCAP.
- AB97 passed in July of 2013, which changed the way that California schools are funded.
- The new funding formula is known as the local control funding formula or the LCFF; this means that more money is given to our schools to spend on high needs students. AB97 shifts the funding decisions from the state directly to the schools, giving schools more flexibility with how money is spent. This does not change a whole lot for independent study charters like Sky Mountain because we have always provided flexibility for our families funding choices. What this does mean for us is that we do generate additional funds for non-duplicated students who are in more need like English Learners (EL), low income, and foster youth students.
- One of the requirements of the LCFF includes the LCAP.
- The LCAP speaks specifically to how we will use the extra generated funds, supplemental grant money, that is generated by the non-duplicated EL, low income, and foster youth students.
- The LCAP must document how the supplemental grant funds will be used to increase and improve student achievement.
- The LCAP required stakeholder input and is due on July 1, 2014 to our sponsoring district and our county office of education.
- The LCAP must address eight state priorities which are identified on page 2 of the LCAP.
- Our process for stakeholder involvement included an advisory committee which was open to anyone who was interested in serving. The committee served as a representative body for our stakeholders who included teachers, non-certificated staff, students, parents, administrators, and parents of EL students, low income or foster youth. Invitations were sent out via our school wide listserv for stakeholders to participate in the advisory committee, invitations were also posted on the main page of the schools website in February 2014. The advisory committee was formed with volunteers representing each of our stakeholder groups. We sent welcome letters along with training and school wide data to be reviewed; these were sent out in March 2014. The consensus of the committee was

to meet via technology based resources rather than in person meetings. The first official advisory committee meeting was held the first week of April 2014 via Go To Meeting technology. During this first meeting the advisory committee members discussed school wide data, asked clarifying questions, and were directed on how to post comments and questions for electronic collaboration using Google Docs. The goal development process included review of all advisory committee comments and suggestions. Goals were developed based on advisory committee concerns; the primary concerns included:

1. Increasing quality course options
2. Increasing student proficiency rates
3. Supporting EL students
4. Increasing student preparedness for college and career readiness

- Based on those concerns the written goals were to increase percent of students who are on track to graduate college and career ready and to close the achievement gap for low performing students in English and math. Based on those goals we established reasonable and achievable metrics as required by the state to measure progress toward those goals and to provide estimated funding amounts needed to achieve those goals.
- Shone stated that the supplemental funding we receive that is generated by high needs students is separate from the general instructional funding account; these funds are above and beyond our base funding.
- A draft of the LCAP was posted for the advisory committee and for public review and comments. Administration, Department Heads, and Teacher Service Directors met to review the draft and discuss feasibility of implementation. Comments and suggestions were again considered and changes made for a final draft of LCAP.
- Shoni mentioned that the goals and the funding amount allotted for each action item within those goals are flexible. As the year goes on, if the school determines more money is needed in different areas, we have that flexibility. The final draft of the LCAP is a roadmap plan of how we plan to spend the money.
- The leadership team made up of Department Heads, Teacher Service Directors, and other staff will be responsible for the implementation of the LCAP; the how are we going to do this. Things to consider during implementation will include salary, wages, benefits, cost of curriculum, technology, cost of supplemental programs, and balancing state requirements with parent choice, and the ability to effectively measure student progress while implementing these programs.
- The supplemental grant money that the LCAP outlines is not meant to replace core curriculum, the intent is to supplement it for extra support.

## **7. ACTION ITEMS**

### **A. Motion to approve Uniform Complaint Procedure**

- The Uniform Complaint Procedure was US postal mailed and emailed to all parent council members to read and review one week prior to the meeting.
- Christine DeVries motioned to approve the Uniform Complaint Procedure, Allie Encarnacion seconded the motion. Motion approved by unanimous vote.

### **B. Motion to approve May 20, 2014 Meeting Minutes**

- The May 20, 2014 Meeting Minutes were US postal mailed and emailed to all parent council members to read and review one week prior to the meeting.
- Allie Encarnacion motioned to approve the May 20, 2014 Meeting Minutes, Josie Robles seconded the motion. Motion approved by unanimous vote.

## **8. ADJOURN**

- Tracy Springford thanked Sarah Coyan for her support to the parent council
- Tracy Springford thanked all the parent council members for their support