

Sky Mountain Charter School Meeting Minutes

SMCS Parent Council Meeting

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

August 22, 2013, 1:30 pm

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, introduced:

-Sarah Coyan; SMCS Parent Support/Parent Council Secretary

-Eric Schoffstall; Executive Director of Compliance, District Relations, and School Services

-John Wilberger- Director of Vendor Relations/Vendor Negotiation Specialist

Role Call; SMCS Parent Council Member Attendees: Vikki Gonzales, Josie Robles, Elizabeth Eagen, Christine DeVries, Tracy Springford, Adriana Young, Greta Parker, Rocio Murillo, Genie Sloan-Pena, Jennifer Radford, Shannon Razo, Dawn Gendron, Allie Encarnacion, Jennifer Taylor

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.

-Tracy Springford asked the council for a motion to rearrange the order of the agenda for the guest speaker John Wilberger so his presentations items could be grouped together; Eric Schoffstall clarified that the agenda rearrangement would be to move agenda action items 7(C,D, and G) after agenda item 4 then resuming with agenda item 5.

-Vikki Gonzales motioned to rearrange the order of the agenda; Jennifer Radford seconded the motion. **Motion approved by unanimous vote.**

ACTION ITEMS 7(C,D,&G)

-Thank you from John Wilberger to all parent council members for being on the council; without this governance the school could not function. John thanked the council for approving the motion to move the agenda items that he is speaking on. John introduced that he would be discussing the revision and creation of some important policies.

****Action Item 7(C); Motion to approve Social Media Policy-John Wilberger***

-Parent Council Members were given an electronic and hard copy of the policy to review prior to the meeting.

-Electronic days with social media Facebook, Twitter, Instagram; these media outlets can cause teachers to lose their jobs. This policy is for the protection of teachers.

-Basic guidelines for all employees in regard to social media; employees are solely responsible for what they post online, employees should consider risks and rewards, employees should keep in mind that their conduct can adversely affect their own job performance, the job performance of fellow associates, members, customers, suppliers, and all who work on behalf of the company, be aware of liability, know and follow the rules, be respectful, be honest and accurate, post only respectful and appropriate content, do not use social media at work, retaliation is prohibited, no media contact without human resources, do not discuss any situation involving a named or pictured individual without their consent.

-If an employee fails to follow this policy it can result in disciplinary action, including termination.

-Additional Information in regard to appropriate handling of student and employee information can be found on the FERPA and HIPPA websites.

-Question; Greta Parker asked, can employees use their cell phone to post on social media during their personal lunch and break times? John answered that it will be discouraged during work hours, but it won't be prohibited during their lunch time.

-Eric clarified this new policy is still going through phases and today we are bringing it before the council for approval, has not yet been handed out to employees.

-Vikki Gonzales motion to approve Social Media Policy, Jennifer Taylor seconded the motion; **motion approved by majority vote.**

*Action Item 7(D); Motion to approve Conflict of Interest for the Parent Council Policy- **John Wilberger**

-Parent Council Members were given an electronic and hard copy of the policy to review prior to the meeting.

-Parent council members should place great importance on making clear any existing or potential conflicts of interest.

-Member shall declare to the council any conflicts of interest or potential conflicts of interest; the nature of the conflict of interest area is to be included in the meeting minutes.

-Member concerned would leave the meeting and not participate, discuss, or vote on that topic.

-Member declarations will be confidentially respected.

-Examples: no ES, or school employee, or any school employees spouse or dependent may serve as a parent council member.

-Any person who offers a professional service to the school including a vendor or contract program instructor; this must be declared.

-Any person who can gain professionally, personally, or financially has a conflict of interest.

-Elizabeth Eagen was a contract vendor two years ago; is no longer and has not been since that time. –John, that is fine because she is not currently.

-Christine DeVries asked, if a member is planning on possibly becoming a contract program instructor in the future is that a conflict. –John; could be against the policy because as a board member one can be influenced by certain policies that are discussed. –Eric suggested specific situations be given to us in writing to be examined, evaluated, and determined by our legal team.

-Adrianna Young motion to approve Conflict of Interest for Parent Council Policy, Vikki Gonzales seconded the motion; **Motion approved by unanimous vote.**

*Action Item 7(G); Motion to approve Conflict of Interest for all School Employees and ESS Policy- **John Wilberger**

-Parent Council Members were given an electronic and hard copy of the policy to review prior to the meeting.

-This is an existing policy that has been revised based recommendations from our legal team.

-School employees and ESs have conflict of interest policy; we have to take action to ensure there is no conflict of interest or potential conflict of interest.

-We have product and service vendors; the old policy was written that an ES or anyone in their immediate family may not be a vendor with the school. This policy has been revised that no school employee, ES, or anyone in immediate family may receive payment for product or services other than normal compensation for their normal job.

-CP instructors in old policy could serve relatives if they served an equal number of non-relatives; this has been revised that a CP instructor may not receive payment for servicing any relative.

-John read #7 of policy: Neither a school Employee nor an ES may be, be employed by, or have any financial or familial interest in, an approved business vendor or independent service provider providing products or services to the school at any time the employee or ES is employed by an IEM school. However, an ES may teach courses or offer tutoring as a school employee through Contract Programs in addition to serving as an employee or ES.

-We are bound by pertinent statutes pointed out by our legal team who worked with us in the revision of this policy.

-John stated we do have some business vendors that will need to be removed with this new policy. Some of them we have worked with for years; none of them are SMCS vendors.

-Genie Sloan-Pena asked can the council be provided with a list of vendors who will need to be removed with this new policy, and how do traditional brick and mortar schools handle this policy?

-John answered there are no SMCS vendors who will be removed with this new policy so it does not affect SM and he is not at liberty to share that list that affects other IEM schools. We are not sure exactly how other schools that are not IEM schools handle this policy.

-Christine DeVries motion to approve Conflict of Interest for all School Employees and ESs Policy ;Vikki Gonzales seconded the motion; **Motion approved by unanimous vote.**

-Thank you from John; John left the meeting.

5 REPORTS

A. Sky Mountain Charter School Adopted Budget; Eric Schoffstall

Parent Council members received an electronic and hard copy of the 2013/14 SMCS Adopted Budget prior to the meeting.

-Eric thanked the council member; we greatly appreciate parents who serve on the council, we could not do it without you.

-Pursuant to terms in the charter, IEM is responsible to manage and operate SMCS; which includes the establishment, approval, and oversight of all major educational and operational policies, contracts, annual budget, and fiscal affairs.

-IEM acts as fiscal agent to fullest extent of the law.

-The 2013/14SMCS adopted budget is completed in the middle of May, and then forwarded to sponsoring district Lucerne Valley no later than June 30th.

-We strive to have projected expenditures come in equal to that of our projected revenue. This is a projection; a fluid and adopted budget.

-Pass of Assembly Bill 97 *New Local control Funding Formula*

-Adopted budget will require some major revisions

-We sent a call to action over the summer in regard to AB97

-Some of AB97 could provide financial benefit per pupil (we don't know yet how much)

-Some parts of AB97 could be a threat to charter schools with accountability requirements that could restrict educational freedom, take away local control, and increase risk of ratification of charters.

-Adopted budget will look different after revision

-Dawn Gendron asked how employee health benefits will be affected with Obamacare. -Eric will take that question back to the financial team. -Greta Parker noted that are no rates available to public yet in that regard so it would not yet be projectable.

6 DISCUSSION ITEMS

A. Selecting of subcommittees; Sarah Coyan

-Most members have selected a subcommittee

-The subcommittees are fundraising, graduation, group educational activities, yearbook, and STAR volunteer coordination.

-Subcommittees are designed and developed by the members who service on them; occasionally, there may be a school need and SM administration may contact subcommittee members for support.

-Sarah Coyan will send out the parent council contact roster next week; the roster includes each members name/phone number/email/subcommittee... you can use the roster to connect with other members of the council and your committee. If you have not yet signed up for a subcommittee please email scoyan@ieminc.org as soon as possible with the committee of your choice.

-Tracy Springford noted that she would like to have subcommittee meetings throughout the year and for members to expect to hear from her about that.

7 ACTION ITEMS

A. Motion to approve 2013-14 Part I of the Consolidated Application for Funding Categorical Aid Programs; **Eric Schoffstall**

-Consolidated Application Reporting System (CARS)

-Each year SM applies for both Title II and Title III funding; Title II is used for professional development and used for teaching staff to become highly qualified ... Title III funding is to support our limited English proficient student population.

-What CARS allows for in the application process is for the Local Education Agency to submit the Consolidated Application for Funding with pending or future local council approval no later than August 31st which is why we needed to have our first meeting earlier than normal this year.

-We are seeking approval to meet the deadline and receive funding.

-Greta Parker motion to approve 2013-14 Part I of the Consolidated Application for Funding Categorical Aid Programs, Elizabeth Eagen seconded the motion; **Motion approved by unanimous vote.**

B. Motion to approve Education for Homeless Children Policy; **Eric Schoffstall** Parent Council Members were given an electronic and hard copy of the policy to review prior to the meeting.

-Meeting had gone past anticipated hour; began to brief the explanation of policies as the council is trusted to have read them.

-This policy provides us with the regulations we will be using when we enroll homeless children.

-Vikki Gonzales motion to approve Education for Homeless Children Policy, Josie Robles seconded the motion; **Motion approved by unanimous vote.**

C. Motion to approve Social Media Policy-**Moved to earlier in the meeting per the approved motion to rearrange the order of the agenda.**

D. Motion to approve Conflict of Interest for the Parent Council Policy- **Moved to earlier in the meeting per the approved motion to rearrange the order of the agenda**

E. Motion to approve Bullying Policy- **Eric Schoffstall**

Parent Council Members were given an electronic and hard copy of the policy to review prior to the meeting.

-Bullying is NOT okay; we want to make sure we have a policy in place that we can refer to.

-We leaned on our sister school Connecting Waters as they were a bit ahead of us on developing this policy.

-This is a very powerful policy and we are seeking parent council approval.

-Tracy Springford noted this is a well thought out policy

-Genie recommended/suggested the policy be distributed to parent listserv

-Greta Parker wanted to be sure that exclusion is included in the policy; -Eric responded that isolation is included in the policy.

-Christine DeVries motion to approve Bullying Policy, Adrianna Young seconded motion; **Motion approved by unanimous vote.**

F. Motion to approve IEM Civility Policy; **Eric Schoffstall**

Parent Council Members were given an electronic and hard copy of the policy to review prior to the meeting.

-We as a school community believe that success is based on the fact that we develop a partnership in the child's education.

-This simple straight forward policy helps remind us how to behave as these relationships are built.

-Adrianna Young motion approve Civility Policy, Greta Parker motion seconded motion; **Motion approved by unanimous vote.**

G. Motion to approve Conflict of Interest for all School Employees and ESs Policy-
Moved to earlier in the meeting per the approved motion to rearrange the order of the agenda

H. To elect parent council officers; **Eric Schoffstall**

-Currently Tracy Springford is finishing her first term as parent council president; according to bylaws the term of president is a one year term but a member can serve two years.

-Tracy volunteered to serve a second year as president; no other interest.

-Tracy Springford elected as president by default

-Sarah Coyan is a SMCS employee who has served as parent council secretary for several years; according to bylaws the secretary does not need to be a member of the council.

-No interest in secretary; Sarah Coyan elected as default

-Christine DeVries volunteered as Treasurer; no other interest, Christine DeVries elected as default.

8 ADJOURN- 2:44 pm