

# **Sky Mountain Charter School Meeting Minutes**

## **SMCS Parent Council Meeting**

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

November 21, 2013 at 1:00pm

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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, introduced:

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

Krista Woodgrift; Teacher Services Director

Stefanie Lamar; Curriculum Director

Erin Havrilesky; Guidance Coordinator

Genevieve Goeku; Assessment Coordinator

Jamee Block; WASC Coordinator

Kara Willis; Sky Mountain ES and Education Liaison

Sarah Cohan; Sky Mountain Parent Support/Parent Council Secretary

Role Call; SMCS Parent Council Member Attendees: Vikki Gonzales, Josie Robles, Christine DeVries, Tracy Springford, Victoria Lehndorfer, Adriana Young, Greta Parker, Rocio Murillo, Genie Sloan-Pena, Jennifer Radford, 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.

## 5 REPORTS

### A. Teacher Services; Krista Woodgrift

Sky Mountain is working closely with our sister schools in Northern CA, the schools are excited to be sharing resources.

SMCS Advisor Retreat; the SMCS advisors, teacher services director, and Shana Fisk spent three days over the summer for leadership training, collaboration, and planning; this was a very productive experience.

We are planning our upcoming August all ES meeting that will include, for the first time ever, all the schools together; we are excited to meet with our sister schools and look forward becoming even more united in the IEM vision.

New teacher training; we have been going through all the new teacher trainings to make improvements and make sure they stay up-to-date.

SMCS ES interview process has been updated. We brought on a hiring facilitator, she screens applicants and performs an initial phone interview. Then, the chosen applicants move forward to a full day, in-person, interview where candidates participate in a traditional interview in the morning and are called back, or not, for a group interview in the afternoon. As a result of this new process that is very thorough, SMCS has been able to hire the best of the best!

SMCS hired 18 new ESs before school started and 2 new ESs in October, they are doing great! When ESs are hired they participate in a new ES orientation day.

SMCS advisors and ESs have started ES Hangout days. These are work days where the ESs can get together with an advisor and work on projects. ES Hangout days promote team building and positive feedback, they help the ES team feel more connected.

### B. Curriculum; Stafanie Lamar

This is a transitional year with Common Core curriculum coming up for full implementation next school year.

Common Core Trainings; ESs have been participating in Common Core Trainings. ESs view a new Common Core State Standards training module and

video clip(s) each month. SMCS families have also been given an opportunity to view the monthly Common Core State Standards training modules module and video clip(s).

Common Core Training modules are sent through the parent listserv one month after ESs have viewed the particular module. This way, when the parents have access to the trainings, the ESs have already viewed them and discussed them at the monthly staff meeting, have a good knowledge and understanding of the information in the trainings, and will be prepared to discuss the information with their families and answer questions.

OML – Online Manage Licenses; OML is a new ordering system for ESs that provides current pricing and enrollment information for certain online vendors. Volume purchasing power of our (4) IEM schools helps to ensure that we receive the greatest discounts available and good prices for our students.

#### C. Guidance; Erin Havrilesky

APEX Training for SMCS ESs; APEX is a very popular curriculum vendor; they have great courses; many of which are a-g approved. Trained ESs will provide additional oversight of APEX online courses for students and ESs, this allows us to use APEX's unlimited course price break.

SMCS successfully added many UC approved vendor a-g courses to our course list. SMCSs a-g course list has over 55 UC approved courses.

SMCS is excited that the University of California recently updated its policy on online lab science courses. They now accept community college online science lab and visual and performing arts courses. This is an added option for our high school students who take community college courses via concurrent enrollment.

#### D. Assessment; Genevieve Goeku

A Year of Transition 2013-14:

STAR will not be administered as it has in the past due to AB 484, signed by Governor Brown last month which replaces the STAR test with the new computer based SBAC testing. However, grades 5, 8, & 10 will take the CST for science as there is not yet a new test developed for science.

SBAC (Smarter Balanced Assessment Consortium): SBAC is a computer based test. SBAC includes new standardized testing for ELA and Math – California's version is called California Measurement of Academic Performance and Progress (CalMAPP). SMCS will be participating in the SBAC field testing in the spring; we are waiting for specifics from the state and should have more

information by the end of this month. The SBAC test includes four types of assessment questions: multiple choice, constructed response, technology enhanced items, and performance based tasks. Students will be asked to interact with the provided technology to demonstrate a deeper level of understanding of the material. SMCS is encouraging all students, especially grades 2-11 to practice typing and technology skills.

Scantron is a way to help prepare for the new testing. This year, SMCS implemented Scantron Reading Foundations and Mathematics with Kindergarten and First Grade students (previously Scantron was only used for grades 2<sup>nd</sup>-11<sup>th</sup>). Implementing Scantron for our younger students will provide them with the opportunity to engage with technology in preparation for future testing experiences.

School Wide Writing Assignment; all SMCS are required to type this assessment this year, which helps prepare them for the technology driven standardized assessments. Parents can type the assessment for the little ones, however, they are required to type it EXACTLY as the student dictates, spelling and grammar errors included – SMCS is stressing authentic assessment.

#### E. WASC; Jamee Block

SMCS goals and growth targets 2013/14

Goal 1:

- To increase the percentage of high school students reaching proficient and/or advanced on algebra I STAR scores to 50% by 2017.
- To increase the percentage of high school students reaching proficient and/or advanced on geometry STAR scores to 50% by 2017.
- To increase the percentage of high school students reaching proficient and/or advanced on algebra II STAR scores to by 50% 2017.
- To maintain the percentage of high school students reaching proficient and/or advanced on summative math STAR scores of 100% by 2017.

Growth Targets:

- Year: 2013 increase algebra I scores by 15% to proficient and/or advanced, increase geometry scores by 15% to proficient and/or advanced, increase algebra II scores by 15% to proficient and/or advanced, maintain summative math scores at proficient and/or advanced for 100% of students.

-Algebra 1: 45% to 15%, a 30% drop

-Geometry: 17% to 25%, a 8% increase

-Algebra II and General Math, not enough students tested, so there is no data to given to report.

- Year: 2015 increase algebra I scores by 30% to proficient and/or advanced, increase geometry by 30% to proficient and/or advanced, increase algebra II scores by 30% to proficient and/or advanced, maintain summative math scores at proficient and/or advanced for 100% of students.
- Year: 2017 increase algebra I scores by 50% to proficient and/or advanced, increase geometry scores by 50% to proficient and/or advanced, increase algebra II scores by 50% to proficient and/or advanced, maintain summative math scores at proficient and/or advanced for 100% of students

Goal 2:

- To enhance science curriculum through lab experiences by increasing course offerings to six courses by year 2017.

Growth Targets

- Year: 2013 add two lab science courses  
-Lab course offerings through SMCS:  
-2012/13 1 course; a-g Biology  
-2013/14 2 courses; a-g Biology, Biology
- Year: 2015 add two lab science courses (total of 4)
- Year: 2017 add two lab science courses (total of 6)

Goal 3:

- To better inform parents of curriculum options that meet students' needs and post high school goals to 100% of parents scoring a four or above (five being the highest level of understanding) on the SMCS Parents' Knowledge of High School.

Growth Targets:

- Year: 2013 75% of the parents will score a four or above on the SMCS Parents' Knowledge of High School.  
- 54% of parents scored a four or above
- Year: 2015 85% of the parents will score a four or above on the SMCS Parents' Knowledge of High School.
- Year: 2017 100% of the parents will score a four or above on the SMCS Parents' Knowledge of High School.

Goal 4:

- Provide more opportunities/funding/incentives to encourage ten additional multiple-subject teachers to work towards single subject mastery credentials in order to provide HQT services for high school students.

Growth Targets:

- Year 2013: Three additional education specialists will be highly qualified to teach single subjects.

Subject Matter	2012-2013 Number of ESs HOUSSE'd or HQT
English/Language Arts/Reading	13
Foreign Language	13
Mathematics	7
Mathematics- Advanced Content	7
Science- Advanced Content	12
Biological Sciences	3
Chemistry	3
Geo Sciences	1
Social Science	14
Arts	13

- Year 2015: Three additional education specialists (total of six) will be highly qualified to teach single subjects.
- Year 2017: Four additional education specialists (total of ten) will be highly qualified to teach single subjects.

Goal 5:

- Evaluate the number and quality of vendor services relative to student performance, standards attainment, and a-g offerings.

Growth Targets:

- Growth targets will be identified as soon as a course of action is identified and agreed upon by Sky Mountain and IEM. Due to reorganization this has been tabled at the IEM level. However, as concerns come up regarding vendors and their courses, we have evaluated them based on how well they meet state standards and if the course has the rigor of a HS level course. Based on this we have removed vendors that do not meet the criteria.

Goal 6:

- Utilize full capabilities of software programs and complete in-depth analyses of Sky Mountain assessment data and implement necessary programs based on results of analysis.

Growth Targets:

- 2013: School will be able to identify high school assessment data via multiple measures. School Administrative team will discuss the ability of implementing mid-year local assessment in addition to our pre and post assessment.
  - All ESs use Multiple Measures
  - Assessment department uses Multiple Measures
  - SMCS uses Multiple Measures in our school profile data updates
  - Mid-year local assessment will be discussed when an Assessment Director has been hired (Winter/Spring 2014)
- 2014: Compare high school state assessment data to data of similar schools to better understand how our high school students are performing on state assessments comparatively.
- 2015: Re-evaluate high school assessment data to data of similar schools to better understand how our high school students are performing on state wide assessments comparatively. Implement necessary programs based on this evaluation. Compare student's local assessment scores to state assessment scores to evaluate the effectiveness of local assessments.
- 2016: Re-evaluate high school assessment data to data of similar schools to better understand how are high school students are performing on state wide assessments. Based on these evaluations, analyze implemented program's effectiveness, and assess other options if needed.

F. Title III; Lisa Voss (Sarah Cohan presented Lisa Voss' notes)

Sky Mountain currently has 13 English Language Learners

Sky Mountain does not receive Title III services

ESs are encouraged to enroll their EL students into Rosetta Stone (4<sup>th</sup>-12<sup>th</sup>) and Reading Eggs (k-3<sup>rd</sup>)

Lisa Voss is available to ESs and EL parents to answer questions

G. Personalized Learning Teams; Becky Cote (Kara Willis presented Becky Cote's notes)

Personalized Learning Team (PLT):

What is PLT?

- A Response to Instruction (RTI) model with three instructional tiers
- A team process for problem-solving learning issues
- A meeting or meetings with Parent, ES, PLT Administrator, and other appropriate personnel on the team

- A discussion of learning concerns and ways to intervene with appropriate instruction and curriculum

When to suggest to a parent a PLT meeting should be held?

- A student is performing below standard
- As early as a learning problem is suspected
- Check incoming students for possible learning issues
- Don't wait until the parent, student and ES are frustrated

How does an ES request a PLT meeting?

- First discuss the issues with the parent as an ES and work as a team to discuss solutions
- Next, fill out the PLT Meeting Request form and the PLT Individual Checklist on the web
- Obtain the parent signature on PLT Request form
- Mail or fax both the PLT Meeting Request form and the PLT Individual Checklist to the school office at:

Attn: Becky Cote  
4535 Missouri Flat Rd. Suite 1A  
Placerville, CA 95667  
Fax (530) 295-3583

- Academic requests for the PLT process are sent to Becky
- Speech only requests for the PLT process are sent to Becky

What happens at a PLT meeting?

- Consultation-Parent, ES, Facilitator, and other staff as needed, meet to discuss the issues and formulate a plan to move the student's achievement forward
- PLT recommendations are followed
- Review meetings are held as necessary to adjust the recommendations

What is the role of an ES?

- Suggest a PLT meeting to parent for a student whose achievement is not at grade level
- Fill out the PLT Meeting Request form getting the parent signature and complete the PLT Individual Checklist
- Mail or fax both forms to Becky Cote (530) 295-3583
- Optional: follow-up with Becky through an email [bcote@ieminc.org](mailto:bcote@ieminc.org) to be sure the request has been received
- Monitor student achievement through administering a base line initial test and a post-test three months later in the area of the student's weakness with the Bader test monitoring student progress

How does the ES help the parent with the process?

- Coordinate with parent to schedule all PLT meetings working with the PLT Administrator on possible dates
- Attend the PLT meeting with the parent
- Help parent feel as comfortable as possible to share their concerns
- Share relevant background on the student
- Work with team to develop an intervention plan
- Monitor to be sure recommendations are being followed appropriately
- Monitor to recommend that a next meeting be held for follow up
- March 14, 2014 will be cut off date for PLT referrals

What happens in the PLT process when the student isn't making adequate progress at Tier III?

- The next scheduled PLT meeting will include a designee from the special education department as a member of the PLT to help problem-solve and determine next steps

Note: The PLT process is very busy right now with many requests from South Sutter, Ocean Grove and Sky Mountain families and ESs. We have started off on a positive note trying to keep up with requests as much as possible. Right now the waiting time is usually 2-3 weeks because one person is essentially running the program for the three schools. As of the end of October, we have completed 52 PLT meetings and, or "Speech Only" requests between all three schools... SM-24, SS-15, OG-13.

## 6 ACTION ITEMS

### A. Motion to approve August 22, 2013 SMCS Parent Council Meeting Minutes

Genie Sloan-Pena motioned to approve August 22, 2013 SMCS Parent Council Meeting Minutes, Vikki Gonzales seconded the motion.

**Motion to approve August 22, 2013 SMCS Parent Council Meeting Minutes was approved by unanimous vote.**

### B. Motion to approve revised Conflict of Interest (COI) Policy

Eric Schoffstall spoke on the revised COI policy; he first thanked Parent Council members for attending and the SMCS presenters for the informative school reports. In respect to the revised COI policy, IEM administration, as a result of feedback from a number of Parent Council members and school staff have made a decision to simplify the COI policy. The revised policy language more directly reflects the state of California common law and conflict of interest statutes. Questionable matters should be directed to Eric Schoffstall.

Genie Sloan-Pena motioned to approve revised Conflict of Interest Policy, Allie Encarnacion seconded the motion.

**Motion to approve revised Conflict of Interest Policy was approved by majority vote.**

**7 ADJOURN**

Tracy Springford; Parent Council President adjourned the meeting at 1:56pm.