

# **Sky Mountain Charter School Parent Council Meeting Minutes**

By Zoom Teleconference

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

January 24, 2017 at 1:30pm

## **1. CALL TO ORDER**

- Na'Comi Berman, parent council president, called the meeting to order at 1:30 pm.

## **2. PLEDGE OF ALLEGIANCE**

- Na'Comi led all meeting attendees in the Pledge of Allegiance.

## **3. INTRODUCTIONS/WELCOME/ROLL CALL**

**Attendees:** Christy Harker, Na'Comi Berman, Danielle Kuhns, Kimberly Ireland, Christina Thompson, Shihching Wagner, Trinidad Vazquez, Miriam Dayan, Tzippy Rav-Noy, Heidi Hall, John Van Hoven

## **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. IEM Report; Susan Clark**

Susan Clark, Executive Director, Director of Enrollment, thanked the parent council for being at the meeting and thanked Na'Comi for her role as parent council president.

#### **a. 2015-16 Annual Audit**

Susan discussed the 2015/16 Annual Audit; we are very proud of our audits. Year after year we have audits without findings or exceptions. Auditors are very thorough and they follow very strict audit guidelines using various methods of testing our compliance to the audit standards. Our auditors have comment that they wished other schools had

processes like ours. They audit parent council voted to approve in this meeting is one of those clean audits.

#### **b. Annual Instruction Funds**

Susan addressed questions submitted by the council prior to the meeting in regard to why instructional funds (IFs) do not rollover to the following year.

- The 2016/17 school year family account is funded \$2,200.00 (TK-8 students; per student); \$1,100.00 each funding period and \$2,700 (high school students; per student); \$1,350.00 each funding period.
- IF rates are subject to change each year based on state budget.
- The main reason that we don't rollover funds each year has to do with the way we have to report funds through an accounting regulation process known as SB740 which determines if we will receive full funding or not. We need to show that we need the money we receive each year using specific limits and we must meet certain percentages in order to receive full funding.
- Our instructional funding each year is competitive with other schools and we offer many services outside of the instructional funds that may not be part of instructional funds in other schools.
- We cannot address how other schools handle their finances or how they make funding determinations. Our goal is always to remain in compliance and sustainable while providing an excellent school program.

#### **c. Chief Administrative Officer Update**

Susan announced the resignation of Jason Jones, former Chief Administrative Officer. Jason Jones, the former Innovative Education Management Chief Administrative officer resigned effective November 30, 2016. We wish Jason well in the new career opportunity that opened up for him. We will be hiring a new COO and are hoping to get the job posted early February. The COO is an important job as he or she works for IEM and ensures the parent choice vision for the personalized learning independent study charter school organization.

In the interim we have asked Burke Wallace to function as the CAO working with both the education and business teams. Burke holds the role of Director of Teacher Support Services and is now helping us until a new CAO is hired. The good thing about IEM and our schools is that we have good policies/procedures and finance so we are able to run efficiently during this time. We appreciate Burke's leadership.

#### **d. Resource Center/Learning Center Location Restrictions**

Susan Clark addressed the restriction of resource center locations. In October 2016, the Third District Court of Appeal ruled in the Anderson v. Shasta case that independent study charter schools may not operate non-classroom-based “resource centers” outside of the boundaries of their authorizing district, but within their county. This ruling both reverses the prior lower court ruling in the case and runs counter to over a decade of widely-held common understandings about how the relevant laws govern such resource centers. This means that unless the resource center is in our District we cannot operate. This puts into question even the Redlands office even though it does not have classrooms it does operate outside of the district, but within the county.

We are just as upset about this as you and have heard that there will be an appeal to the appeal or at least a clarification of the language.

### **B. Sky Mountain Family Day; Andrea Henderson**

Andrea; SM advisor, on behalf of the Teacher Services Department, invited SM parent council members and SM families to the Sky Mountain Spring Family Day. The theme of our upcoming spring family day is science. We will be modeling the Next Generation Science Standards (NGSS) at this event. There will be activities for students k-12, games for students to get to know one another, and other fun activities. Additionally, our mobile science lab will be at the event to tour. Lastly, our guidance counselor, Jami Riley, will be attending and she is happy to have conversations with families in regard to high school questions. Signups have been sent out via the Parent Listserv group.

### **C. Teacher Services Department Report; Andrea Henderson**

Andrea discussed virtual learning record meeting procedure. Per our charter documents, families must meet with their ES once every 20 school days for a learning record (LR) meeting. The face-to-face learning record meeting is most beneficial for students to share what they have learned, to build a relationship with the ES, and for the ES to assess student learning. However, we do acknowledge that there are rare times when a virtual meeting might be necessary as a last resort. We have procedures for virtual meetings to be held under certain circumstances. Families should not expect to have a virtual LR meeting; however, if there is a hardship that a family feels will prevent them from being able to have an in person meeting they can talk with their ES to begin the approval process for a virtual meeting for that LR period. Options we look at prior to considering a virtual meeting include: possibly the ES can meet with the student and another family member, a 5 day grace period beyond the 20 days without issuing a truancy, or allowing the virtual meeting with approval of teacher service department assistant director.

Danielle Kuhns asked, how long is the approval process, often an emergency situation is last minute. Andrea responded that the steps are for the family to go to their ES, ES goes to their advisor who has direct communication during work hours with assistant director. In an emergency situation we should be able to have the process go rather quickly.

#### **D. Curriculum Report; Stefanie Lamar**

Stephanie Lamar, SM Curriculum Coordinator, discussed the Schoolwide Writing Initiative. Our school is thrilled to announce our new optional writing program which is designed to assist our students writing development. We use to have a mandatory schoolwide writing assignment, that program has been discontinued and replaced with our new schoolwide writing initiative program. Our goal for this program is to organize and present a collection of effective writing curriculum for our students and to provide direct support for parent trainings. Rather than focus narrowly on high stakes writing exam preparation as was previously done, our new focus will be much broader to provide product demonstrations of popular curriculum, free online professional development opportunities, and to share with families resources for helping their students develop writing skills.

Stephanie discussed NGSS; the curriculum department is completing a five part ES training which focused specifically on NGSS with the purpose of equipping our ESs to be better able to assist families they serve. We will be providing additional information on NGSS to our families this spring.

Stephanie discussed our EL program; we will be forming an English Learner Advisory Committee (ELAC). We are looking for families to join the ELAC which meets approximately two times per year to give feedback on EL programs and resources and helps to choose effective curriculum to support our EL population. Please contact our EL Coordinator, Kelly Rydjord [krydjord@ieminc.org](mailto:krydjord@ieminc.org), if your are interested or know of any families who might be interested in serving on this committee.

#### **E. Mobile Science Lab Update; Brandy Anderson**

Brandy Anderson, Director of Curriculum and Guidance, addressed questions that were submitted by parent council members prior to the meeting in regard to the mobile science lab.

The mobile science lab has been launched this week. There are a lot of logistics involved with the mobile science lab including the drivers, training our ESs to be PLTW trained, park permission, coordination of resources, and many other details. Brandy

extended thanks to our PLTW Coordinator Jamie Warren. In regard to requests for parent drop off, we are requiring parents to be on site this year; however, we are discussing ideas for parent drop off that will ensure student safety. One idea is having an ES on site to escort students to the restroom. In regard to questions about the class grade levels, we are working on a good process for this and hopefully will have a more options next year. In regard to the question about using instructional funds for mobile science lab classes, the mobile science lab classes are partially supported with LCAP funds and partially with instructional funds. We have three priority goals for LCAP funds which are college and career readiness, intervention programs, and EL support; we have many goals and limited funds. We felt a balance of LCAP funds and IFs would be a good way to support the mobile science lab classes. We are trying to keep the classes less expensive than vendors charge. We sent out a parent survey to find geographic interest as well as student grade level and other information we needed to setup these classes. Another survey will go out around May, please keep an eye out for this listserv and be sure to fill out the form so we know what areas to focus on for mobile science lab classes.

#### **F. LCAP and Tutoring Update; Brandy Anderson**

Brandy Anderson, Curriculum and Guidance Director, addressed questions that were submitted by parent council members prior to the meeting in regard to LCAP funds and the Redlands Resource Center.

Brandy responded to a question about why tutoring through LCAP is only six weeks. Our goal is to provide a tutoring opportunity to explore that option to see if it works well for students who qualify. If the tutoring is a good fit, families can then decide if they would like to continue the service using IFs. When we begin developing next year's LCAP stakeholders will discuss ideas and priorities moving forward that will align with our three primary goals.

Brandy responded to questions in regard to the Redlands Curriculum Library, we have tripled the number of weekly parent appointments, we have expanded the amount of curriculum in the library, and we now have the library open from 9am-3pm five days a week. Parent's are now able to get an appointment within a few days. Our goal is to make sure that parents do not have to wait any longer than 2-3 weeks for an appointment. We understand this is a critical need for parents. The suggestion to have curriculum held or mailed has been heard and discussed; at this time this would take time away from parent appointments but we will continue to discuss ideas to support that suggestion. Brandy addressed a question about how parents can get curriculum returned without driving out to Redlands; the primary way would be to get the curriculum

to your ES who can return it next time they visit the library, we are also considering using our mobile science labs as drop off points. A lot of the time families enjoy returning the curriculum as it is an opportunity to check out new curriculum.

#### **G. ESi (Education Specialist instruction) Update; Argi Sayari**

Argi Sayari, SM Educational Liaison, addressed questions about ESi that were submitted by parent council prior to the meeting. We can have ESi classes held in public places as long as they are held within our authorizing district which is in San Bernardino County. ESs can work one-on-one or in small groups to tutor SM students through ESi; this can be done either in person or online through Schoology. In person can be in public location as long as it's in San Bernardino County. If parents are interested in hiring their ES as a tutor through ESi please contact your ES about that process, or you can contact our ESi Coordinator Jamie DeWitt [jdewitt@ieminc.org](mailto:jdewitt@ieminc.org). LCAP funding can be used towards ESi for eligible students, instructional funds can also be used towards ESi.

#### **H. Parent Council Report; Na'Comi Berman**

Na'Comi had no report as all items the council wanted discussed were addressed in the reports above.

### **6. ACTION ITEMS**

#### **A. Motion to approve archive of obsolete instructional materials pursuant to Education Code 6051060511**

\*\*Kimberly Ireland moved to approve the archive of obsolete instructional materials pursuant to Education Code 6051060511, John Van Hoven seconded the motion  
Discussion: Na'Comi asked what defines a curriculum item as obsolete? Can we have a table setup at the Redlands Resource Center for parents to have access to them rather than donating them? Argi responded that these items are being archived because they are damaged, nearly completely consumed, we have a surplus amount in the resource center, there is no longer available resources to support the item, or the item is simply not useable. The batch is donated to Goodwill. There has been talk of developing a freebee table at the resource center for parents. Brandy noted that he is working with Taryn on the possibility of setting up a freebee table with curriculum that could possibly be used by a family; however, many of the items on the list are truly not useable by families. The idea is that there will be a mobile cart at the resource center marked "free" that would hold the items that our families could use, keeping in mind many of those materials will likely be old/outdated resources. Na'Comi asked if we should vote now or table this action item. Sarah Coyan noted that rather the items go to donation or to the

freebie table we still need to vote to approve for them to be considered obsolete and able to be archived. Na'Comi noted if they vote, they are not necessarily voting for the items to be donated just yet but for them to be considered obsolete and able to be archived with the understanding that the school will first make attempts for parents to have access to useable items from the list on a freebie table at the resource center. Brandy confirmed we will continue to work toward setting up the freebie table at the resource center so parents can have first dibs at useable items.  
Motion approved by unanimous vote\*\*

**B. Motion to approve SMCS 2016/17 Annual Audit**

\*\*Kimberly Ireland moved to approve the SMCS 2016/17 Annual Audit, Christy Harker seconded the motion. Motion approved by unanimous vote\*\*

**C. Motion to approve October 11, 2016 Meeting Minutes**

\*\*Christina Thompson moved to approve the October 11, 2016 Meeting Minutes, Kimberly Ireland seconded the motion. Motion approved by unanimous vote\*\*

**7. FUTURE AGENDA ITEMS**

- No future agenda items at this time

**8. ADJOURN**

- Na'Comi adjourned the meeting at 2:15pm