

Minutes

OGCS Charter Parent Council Meeting

November 18, 2014

San Lorenzo Valley Middle School(SLVMS) Conference Room
7179 Hacienda Way, Felton, CA, 95018
(Attention - New Location)

By Webex Teleconference locations:

(Webex Teleconference: 1-877-668-4490 Access code: 951 790 91)

Monterey Public Library, Solarium Conference Room, 625 Pacific St. Monterey, 93940

Cambrian Library, Community Room, 1780 Hillsdale Ave San Jose 95124

221 Del Monte Ave, South San Francisco, 94080-2221

115 Crescent Ct Brisbane, CA 94005

720 Laurel Ave. Burlingame, 94010

19120 Eden Path Salinas, 93907

1. **CALL TO ORDER:** Mary Ann Shapiro

2. **PLEDGE OF ALLEGIANCE:** Mary Ann Shapiro

3. **INTRODUCTIONS/WELCOME/ROLL CALL:** Mary Ann appreciated all for attending, introduced the following administration in attendance: Jason Jones, Chief Academic Officer; Eric Schoffstall; Cynthia Rachel, Director of Educational Support Services; Maya Myers, Director of Teacher Services, Shawna Bohn, OGCS Teacher Services Director; Kim Evans, Guidance Coordinator; Melissa Valdez, Director of Assessment; Amelia Urban, Advisor; Julia Keller, Educational Liaison. In addition, Advisor Barbara Mastman and ES Linda Empleo facilitated conference call communication from satellite locations in San Jose and Monterey. Parent Council members in attendance: Mira Betlej, Laura Bonn, Jenni Chalmers, Hillary Dixon, Desiree Edmund, Hilary Eriksen, Liberty Esch, Monique Freed, Louanne Fromm, Sylvia Gonzales, Susan Greathouse, Christie Hicks, Therese Labugen, Michelle Longshore, Janet McGhee, Michelle Murillo, Tiffany Nagel, Jeff Randolph, Christie Romansky, Brenda Silver, Angela Stoddard, Sue Sutherlin, Lisa Voorhees.

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.

No issues were brought forth during the Hearing of the Public.

5 REPORTS

A. Assessment Report - Melissa Valdez, Director Assessment Services:

- a. Initiated i-Ready Assessment this year to determine academic level of students at the beginning/end of each school year. 1,661 students participated in the Reading/Language Arts assessment. 1, 663 students participated in Math assessment.
- b. 552 students utilized the i-Ready instructional component in Reading. 481 students utilized the i-Ready instructional component in Math
- c. I-Ready assessment for TK and Kindergarten students is optional.
- d. I-Ready student scores, grades 1-11: 41 % for Grade 1 to 76% for Grade 11 students scored on/above grade level in Reading/Lang Arts. 21-49% of students grades 1-11 scored on/above grade level in Math. Scores lower for 11th grade students, perhaps due to the fact that some 11th graders are not taking Math this year, having taken two years of Math during 9th and 10th grade.
- e. A glitch was discovered in the i-Ready Math pre-test. Scores were showing up lower than student proficiency. This was validated by the performance on the prescriptive measures. The Assessment department contacted i-Ready, who revealed a problem with the program's algorithm. I-Ready has updated all prescriptive paths.
- f. Some parents have commented that the assessment is too long to incorporate within a learning records meeting with an ES. OGCS has responded by allowing parents to proctor this assessment as long as parent partakes in i-Ready training and signs a security agreement.
- g. Other parents who educate through methodologies such as Waldorf, do not educate using a computer. OGCS has responded by providing a pencil/paper test for these students.
- h. Testing and Truancy Policy: CAASPP is required (one truancy if not taken). I-Ready pre and post tests are also required, but no truancy this year, as it is a pilot year for this assessment. 21CCSS tests required, scores will be recorded this year.
- i. CAHSEE test will be offered November, February, May of this year. Dates TBA.
- j. Melissa will forward document with Assessment department updates to Parent Council

B. Guidance and Curriculum Report - Kim Evans, Guidance for Ocean Grove:

- a. Changes with SME (Subject Matter Expert) Program this year. The number of SME staff has increased, which although challenging in the beginning will prove to be of benefit to students in the long run.
- b. In the past, work samples within a specific subject would be assessed by a SME. Now, parents and students will have monthly interaction with the SME.
- c. During monthly meeting with SME, assignments will be turned in. The SME can devote more time to address students' needs within the subject matter, ultimately offering office hours as well.
- d. Beginning Spring 2015, interactive instruction will be available online for A-G students. This will provide access to SME online classes.
- e. Currently working with WebWise tutors to support A-G online classes.
- f. Courses are being designed to be stand alone, ex: "US History". Likely they will be designed in Socratic fashion, expecting students to do reading/work ahead of time and be ready to engage in discussion regarding subject matter (particularly Humanities classes). Math students will be asked to submit challenges with Math work. Instructor will address questions and go through the problems with the students.

- g. OGCS is purchasing a subscription to Schoology, which will create student portals with which to submit assignments and have access to the ES, SME, and school notices.
- h. OGCS is in the process of hiring additional SMEs to create team between Student, ES, and SME. SMEs will typically hold a single-subject teaching credential, but may hold a BA in the field with professional experience. All SMEs are IEM employees.
- i. Kim Evans will send out an email to parents to explain the new SME policy and Schoology.
- j. OGCS has added 14 AP classes online
- k. OGCS now works with NCAA, which is a significant accomplishment.

C. IEM Report - Jason Jones, Chief Academic Officer

- **Charter Renewal:** 2014-2015 is a charter renewal year. Jason and Eric met with SLVUSD Superintendent, Dr. Laurie Bruton . The meeting discussed a proposed timeline for Charter renewal. Eric Schoffstall is leading the charter renewal process and will present the revised charter to the Superintendent and Board of Trustees in February, with formal approval expected in March, 2015.
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- **OGCS Budget:** Jason will send Mary Ann a copy of the Budget Report to be dispersed to Parent Council. Budget Report will be submitted to the Parent Council before the meeting next time. Jason acknowledged the assistance of IEM Finance Director, D.D. Klein, in preparing the Budget Report referenced here.
 - -Inflows/Outflows: \$13.6 million budget. \$14.95 million in expenses. Operating in a deficit.
 - -Reserves: OGCS works hard to maintain reserves per CA State advisement. Reserves have protected OGCS for cash flow shortages, allowing for payroll and vendor payments as well as preventing loss of teaching, etc.
 - -During state budget crisis, deferrals reached 38%.
 - -Goal has always been to maintain lower reserves, per School Services of CA advisement. During fiscal crisis, we were fortunate to be allowed to hold larger reserves, but OGCS is now prepared to follow standard reserve protocol (3-4%). Further deferrals are not anticipated.
 - -Now utilizing the Local Control Funding Formula (LCFF) and therefore planning a spend down while defining goals relating to student needs by which these funds may be allocated. (SB740) Ed Code specifies eight state priorities from which these goals are driven. Consequently, we have increased instructional funding budgets this year. Transitional Kindergarten-8th Grade students yearly IF budget is \$2,000. Yearly IF budget for OGCS high school students is \$2,500.
 - -Non-teaching staff received a 7 % raise this year and Common Core training for ESs in Math and English/Language Arts has been implemented. Roll over funds from last year (\$370,173. 00) have covered costs for professional development, including conferences relating to assessment and technology use for assessment.
- In response to a question, Eric explained that numbers on the Budget Report are not whole numbers because they reflect daily attendance, and are therefore an average.

- In response to a question from Jeff Randolph, Eric Schofstell reported that language in the revised charter would reflect the new LCFF funding model to ensure that we are meeting criteria for charter schools. Goals and how we are going to speak to and measure new goals will also be included as well as revisions to the Parent Council model, implementing a 5-member Governing Board in addition to the current 29-member Advisory Board (Parent Council). These changes are being reviewed by legal counsel.
- In response to a question from Jeff Randolph regarding discussion that led to these shifts in Parent Council format, Eric offered to add this question to the next agenda and invite legal counsel to add to the conversation. In the meantime, notification to parents will go out regarding charter renewal, which is still in its preliminary stages. Parents are welcomed to attend the public hearing at SLVUSD re the charter renewal petition. This hearing will be announced prior to the next Parent Council meeting. Cynthia Rachel will arrange a draft copy to be dispersed to the Parent Council and welcome questions and recommendations from the Parent Council.
- Jason Jones added that the benefit of the proposed changes to the Parent Council are that action items will not be delayed due to lack of quorum anymore. Further, the 29-member Parent Council ensures that a large representation of the OGCS parent body is consulted for maximum input.
- Jeff Randolph requested further information as to the specific purpose of the 29-member Parent Council.
- Staff Changes: Maya Myers has accepted the position of Director of Teacher Support Services, oversees operations of OGCS. Shawna Bohn is the recently hired Teacher Services Director for OGCS. Shawna attends conferences to ensure that OG maintains and supports high levels of success for our students and ESS. Kim Evans has been hired on as the full time Guidance Coordinator for OGCS.

6 ACTION ITEMS

A. Approval of newly appointed board members (See attached list)

(Only returning board members and those elected last spring may vote on this item)

Motion to approve: (Name inaudible on recording)

Seconded by: Laura Bonn

Result: 9 in favor; 2 abstain. Motion approved.

B. Approval of February 20, 2014 minutes.(See attached document)

Motion to approve: Laura Bonn

Seconded by: Liberty Esch

Result: 18 in favor; 2 abstain. Motion approved.

C. Approval of June 10, 2014 minutes. (See attached document)

Motion to approve: Therese Labugen

Seconded by: Liberty Esch

Result: 20 in favor, 2 abstain. Motion approved.

D. Approval of Minutes Amended Agenda_8 29 14 (See attached document)

Motion to approve: Sue Sutherlin

Seconded by: Liberty Esch

Result: 19 approve; 3 abstain. Motion approved.

E. Approval of Uniform Complaint Procedure (See attached document)

- a. Mary Ann introduced the Uniform Complaint Procedure: an official document of policies and procedures regarding school investigation of alleged failure to comply with applicable state and federal policy.

Motion to Approve: Sue Sutherlin

Seconded by: Liberty Esch

Result: 16 approve; 6 abstain. Motion approved.

F. Approval of School Council Officers appointment in accordance with section 3.02 of the by-laws.

In accordance with sec. 2.09 of the bylaws, the following names have been submitted as temporary officers:

Julia Keller President

Kim Beaumont Secretary

Kirstine Bowers Treasurer

“Conduct of Meetings

2.09. The OGCS school site administrators will preside at Charter Board of Directors, and may appoint temporary officers to serve at Charter Board of Directors meetings in the absence of regularly appointed officers. The Charter Board of Directors President will conduct the meetings. The Charter Board of Directors Secretary or, in the Secretary's absence, any person appointed by the presiding officer will act as Secretary of the Charter Board of Directors. Members of the Charter Board of Directors may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in the meeting can hear one another. This participation constitutes personal presence at the meeting. Gov. Code §54953”

“Number and Titles

3.01. The officers of the Charter Board of Directors shall be a President, a Secretary, and a Treasurer. The Charter Board of Directors officers may, but shall not be required to be, a member of the Charter Board of Directors. The Charter Board of Directors may appoint such other officers, from time to time, as it deems appropriate or helpful to fulfill its duties.

Appointment and Resignation

3.02. Charter Board of Directors officers will be appointed by and serve at the pleasure of the Charter Board of Directors for two years. The Charter Board of Directors may appoint any person to serve as an officer for one or more successive years. Any officer may resign at any time on written notice to the Charter Board of Directors.”

Mary Ann Shapiro explained that the officers' responsibilities are only to facilitate and ensure the smooth operation of the meeting; they do not hold decision-making power. Beginning with the next meeting, Mary Ann will step down as President to focus exclusively on her role as an Advisor, and Julia Keller, OGCS Educational Liaison, will take her place (pending Parent Council approval). The officers serve 2-year terms.

Eric Schoffstall stated that any individual on the Parent Council may nominate self or someone else on the Parent Council to serve as an officer and this will be put to a vote by the Parent Council. If the Parent Council does not nominate someone, then IEM will appoint officers.

Cynthia Rachel suggested that time be given to Parent Council to consider nominations. Cynthia suggested that the motion stand to appoint the three suggested in the Agenda as temporary officers (for a couple of months) until nominations and vote occur to include Parent Council members as officers. Any nominations will be forwarded to Julia Keller who will add them to the next meeting's agenda.

Mira Betlej requested a copy of the description of each of the officer's positions.

Motion to Approve:

Seconded by: Sue Sutherlin

G. Approval of donation of electronic discards (See attachment)

Mary Ann explained that electronic items such as laptops and printers previously used by students have been determined completely unusable and not practical to repair. This list has been compiled to track such discards so that they may be approved to donate to nonprofits for recycling or repurposing. For example, last year discarded computers were donated to Central County Occupational Center whose students break apart the computers to learn about how to put them back together.

In response to a question from Jeff Randolph, Mary Ann explained that there are no options to dispose of the electronic discards for profit. Law states that materials may not be sold, only donated. Receipts from donations are retained for tax purposes. Mary Ann stated that she could not speak to how or if the school can use these donations as deductions.

Motion to approve: Sue Sutherlin

Seconded by: Tiffany Nagel

Results: 22 in favor. No dissension, none abstained. Motion approved.

H. Approve removal of Mary Ann Shapiro from the Ocean Grove Charter School fundraising account at School's Financial Credit Union and add Julia Keller to the account.

Mary Ann stated that she would be stepping down (as mentioned earlier). Need to remove her name from the School Financial Credit Union account and add Julia's name. All statements from this account are submitted to the business department for review and are approved by the Parent Council.

Motion to approve: Sue Sutherlin

Seconded by: Monique Freed

Results: 22 in favor; no dissension, none abstained. Motion approved.

7. DISCUSSION ITEMS

A. Board Committees (See attachment)

Mary Ann sent a link to Parent Council. Follow link to form to sign up for a sub-committee.

Descriptions provided.

Laura Bonn asked if the policy could be re-written such that parents can be assigned to a sub-committee for the duration of the 2-year Parent Council term, or if assignments need to vary each year. Mary Ann responded by saying that the option exists to fulfill a sub-committee assignment for 1-2 years.

Jeff Randolph asked what the level of activity was for the previous year in each sub-committee. Mary Ann said that there was some, but not as much as intended. Cynthia added that the plan going forward is for the sub-committees to have a specific school contact related to the sub-committees goals. That contact will ensure group cohesiveness and follow through. Jeff asked if there is an expectation that a Parent Council member to meet the obligation of the sub committee.

8. Future Meeting Dates: February 10, 2015 and May 12, 2014. Tuesdays at 6:00pm

ADJOURN

Motion to Adjourn: Sue Sutherlin

Seconded by: Monique Freed

Meeting was adjourned at 7:52 p.m. by consensus

Minutes recorded by Kim Beaumont, Secretary/Parent Support for Ocean Grove Charter School.