

iHigh Virtual Academy  
**School Site Council Meeting Minutes**  
January 16, 2014  
iHigh Parent Resource Room - 2 PM

**Present:** Pamela Bell (secretary), Judy Jaime (parent), Frank Torresleon (parent); Alice Gepshtein (student), Josafat Rosales-Jaime (student), Maureen Cottrell (teacher), Susie O'Neill (teacher), Hoppy Chandler (teacher), Patty MacIntyre (principal)

**Guests:** Felicia Yearwood (parent); Vanessa Torres (student)

**A. Call to Order/Meeting Minutes**

**Quorum: 9**

1. Principal Patty MacIntyre called the meeting to order at 2:09 PM. (Chair Alice Gepshtein was finishing an exam, and later joined the meeting.)
2. The SSC voted to approve the minutes from the December 2013 meeting, with one revision: add Felicia Yearwood (parent) to the roster of attendees.
3. Review Agenda/Approve Recommended Agenda Changes: There were no recommended agenda changes.

**B. Public Input/Correspondence/Announcements**

No announcements.

**C. Old Business**

1. iHigh Relocation: Principal MacIntyre provided an update on the upcoming iHigh relocation plans from our current buildings to the lower campus. She passed around the Facilities Office plans that were sent to district Chief Information and Technology Officer Barbara Allen and Assistant Supt. of Business Phil Stover. We do not currently have access to the vacant rooms due to locksmith issues, so SSC members traveled to the math lab so Principal MacIntyre could explain the related room layouts. The SSC was also able to see the new Promethean board arrangement in the Math lab.

The relocation plans currently include the construction of a larger conference room (approx 10' x 16') in the back of the Mexican Ranch room, which will become the new Parent Center. Existing built-in cabinets will house our textbooks, although additional cabinets may be transferred from the American Expansion room (teachers' offices) to the Parent Center.

A new counseling office will be constructed in the back of the main office, adjacent to the Principal's office.

In the American Expansion room, we would disassemble the covered wagon and removed one set of built-in cabinets. The teachers' office systems would be installed as-is from the current location.

The current student computer lab would be relocated to the New Town room, furthest away from the public entrance, as a safety consideration.

It would be ideal if the relocation could happen during spring break. If this is not possible, they testing schedule and summer school schedules will likely push the move back to after summer school starts (early July).

2. DAC Survey: Principal MacIntyre reminded SSC members to complete the online District Advisory Council survey if they have not already done so. DAC Chair Amy Redding had apologized to

Principal MacIntyre earlier that no survey questions included feedback on online learning programs in the district. iHigh SSC members were encouraged to use open-ended comment boxes on the survey to provide feedback on the district's online learning programs.

3. Common Core Professional Development Plan: The district has allocated approximately \$6000 of state Common Core Professional Development funds to iHigh. These funds may only be used to pay for release time (subs) for core-subject teacher trainings. The iHigh staff must submit our site Common Core training plans to Area Supt. Julie Martel for approval by January 17. If approved, then we may start using the funds towards Common Core staff development. We have scheduled retired math teacher Larry Good for several Fridays through June, in anticipation of using Fridays as our CC staff training days.

Some Common Core challenges we are working to address are how to best include student collaboration into the curriculum for classes that meet 100% online. Staff is being trained to use Adobe Connect Pro web conferencing as a possible tool for increasing student collaboration.

Due to the unique nature of our school compared with traditional classes, we may be sending staff on site visits to other online programs, to research best practices that are working in their schools.

Teachers also need time to review the new Common Core online math and English classes that will be implemented in 2014-15.

#### **D. New Business**

1. On-Site Class Schedule: Principal MacIntyre briefly mentioned a desire to share the new on-site class schedule for second semester. Unfortunately, the schedule was not included in the packets and there was not time to make more copies. She described that the main change in the schedule was that Art would be replaced by Theatre 1 and 2 class. The updated schedule will be posted on the iHigh web site and copies provided at the February SSC meeting.

Principal MacIntyre explained that we try to schedule site-based classes in the morning as much as possible, to meet the needs of students who work in the afternoons or soccer players who have practice. The soccer team would prefer to schedule classes from 1 PM to 5 PM, but this is not possible because of teacher contracts.

Principal MacIntyre added that iHigh has had 12 new student applications during the past 2 weeks.

2. 2014-15 Budget Priorities: Principal MacIntyre explained that the 2014-15 budget books would be released on January 27. It is unclear when the submission deadline will be. If the deadline is prior to our next meeting on February 20, then we would need to move the meeting earlier, to the week of February 3. This is because SSC must vote approval on both Economic Impact Aid and Title I expenditures. Even though there is no requirement for SSC approval on the other budget categories, it has been the protocol at iHigh to include the SSC in the comprehensive site budget discussions.

This year (2013-14) was iHigh's first year as a Title I school. We have been advised that we also qualify for Title I funding in 2014-15, in the amount of \$963. Our Free/Reduced Lunch percentage routinely shows about 25% eligibility for iHigh students. However, the district office used a process called "address-matching" to determine that our actual rate is about 44% Free/Reduced Lunch eligibility. Address-matching means that someone at the residence has qualified for low-income social services, even if they did not apply for the school lunch program.

The purpose of Title I funds is to supplement existing instruction for low-income students. However, most Title I schools receive tens of thousands of dollars to serve hundreds of students. iHigh is so small that we will be challenged to target our Title I budget to make the greatest impact possible for our low-income students.

Principal MacIntyre explained that we are fortunate to have grant funding to supplement our district discretionary budget. Out of our 2013-14 initial budget of \$5400, almost \$2000 comes right off the top to pay our annual copier lease, leaving about \$3400 to run the school for the year. The district allowed us to pay our counselor out of the Operation Student Virtual Learning grant budget, so we could transfer the \$105K in counselor salary to our discretionary account.

The grant budget will help cover new batteries to upgrade our laptops.

## **E. Budget**

1. The Site Budget Summary: No major changes. The January Budget Summary handout reflected a slight drop in the discretionary balance due to routine expenditures.

The SSC members have expressed support for more in-depth counselor involvement, Family Math Nights, and similar activities. The 2013-14 Title I funds were therefore allocated to extra counselor hours (especially in August), supplies and refreshments for parent-involvement activities. The funds we allocated for Saturday School have so far not been needed. Either there were no candidates for Saturday School, or so few students that Principal MacIntyre covered supervision without needing to hire a teacher. Principal MacIntyre made a motion to activate the attached changes to the spending plan for our State Compulsory Education (SCE) funds and Title I funds, in order to meet student needs and to correct a current budget deficit for our Title I expenditures. The motion was seconded and passed.

We are currently spending down our discretionary balance, as the district will sweep any funds we do not spend by the designated district deadlines (April).

The district recently announced a budget of \$1.5 million for a district summer program at 7 sites. The program will be open to current 9-12 graders who need to make up course credits (credit recovery only). The iHigh Summer Program will operate the same dates as the district program (6 weeks) and will offer both first-time and re-take courses. We expect to be based mainly at Serra High, with a satellite campus in Old Town.

## **F. Committee Reports**

1. DAC: The District Advisory Council report was given by Mrs. O'Neill, who provided a handout with highlights from the January 15th DAC meeting. The meeting notes included information on an upcoming concert by the San Diego Symphony at Ballard Center on January 25, a list of downloadable handouts and videos to help parents stay advised about the new Common Core State Standards, a summary of the State of the Budget address by SDUSD Budget Director Debbie Foster, an update on districtwide Title I funding by SDUSD Executive Director of Accountability Ron Rode, and a recommendation by the DAC subcommittee to redirect \$1.3 million in existing Title I funds to the new 2014 budget rather than spending them on class size reduction and professional development.

## **G. Roundtable**

1. Parent Involvement: iHigh parent Felicia Yearwood provided information about the Parent Institute for Quality Education (PIQE). She explained that this non-profit organization was started 23 years

ago in San Diego. Their web site is [www.piqe.org](http://www.piqe.org). This program may be worth considering as a way to increase parent involvement and engagement through both parent and teacher training.

*Additional notes from the PIQE web site:* PIQE's main mission is to educate parents on how to foster a positive educational environment for their children both at home and at school. PIQE's signature program is the Parent Engagement Education Program, a free 9-week program that empowers parents by teaching them how to create a positive and lasting educational environment at home using a number of proven academic success tools (e.g., dedicating a home study location and time of day for homework; creating ongoing dialog with their kids' surrounding their academic successes and challenges; discussing children's college expectations; and more)

PIQE also offers a six-hour **Teachers' Workshop on Effective Parent Engagement**, which trains teachers to work with parents on how to support their children's education. The workshop covers several themes, including: the need for parents to become involved in their children's education; effective strategies for parent involvement; the role of the parent and of the teacher in influencing student performance; parent-teacher interaction and conferences; and the design of a parent involvement action plan by teachers and administrators.

#### **H. Meeting Adjournment**

The meeting was adjourned at 3:13 PM.

*--Submitted by Josafat Rosales-Jaime, School Site Council Secretary*

The next SSC meeting is scheduled for 2 PM on Thursday, February 4. The SSC members agreed via email to reschedule the February 20 meeting to February 4, to align with the district budget-submission deadline of February 7th.