

**Rocklin Academy Board Meeting Minutes
Meeting Held at 5035 Meyers Street, Library
6:30 p.m. September 15, 2008**

RA Board Members and Staff Present:

Voting Members: Chairwoman Wendy Boyd, Executive Director Dr. David Patterson, and Stephen Siler.

Non-Voting Members: Pat Teilh, and Jillayne Antoon.

Staff: Mary Decker, and Robin Stout.

RA Board Members Absent: Steven Carney and Jeff Nicolaysen.

Teachers Attending for Presentation: Margie Crouch, Tammy Penney, Wendy Mitchell, Laura Reagan and Keri Reno.

Visitors: Barbara Jones, Julie Hirota, and Ed Keller.

I. Call to Order: Wendy Boyd, Chairwoman at 6:39 p.m.

II. Second Grade Presentation:

During the September 15 Board Meeting, the second grade teachers, Margie Crouch, Wendy Mitchell, Tammy Penney, Laura Regan, and Keri Reno presented an overview of the Collaborative Inquiry process. The teachers explained how the analysis of beginning-of-the year assessments allowed them to identify an academic area of need for the second grade students - reading comprehension, specifically the ability to predict the outcome of a story.

Next the second grade team developed two comprehension assessments which would measure the learning of the students as well as the effectiveness of the strategies the teachers would use to teach the skill of predicting, and they set a goal: within three weeks, 95% of the second graders would score 80% or above on these assessments.

Finally, the teachers identified and planned the implementation of strategies to teach predicting which would address the learning styles and individual abilities of each second grader. These strategies included:

- Whole Class Read Aloud
- Leveled Reading Groups
- Venn Diagrams
- Take Home Book Bags
- Reading Motivational Charts
- Comprehension songs and hand sign

III. Hearing of Visitors:

Parent Partnership Committee Chair, Megan West requested that the committee charge for the Governance Committee be passed on to her.

IV. Board Member Comments:

Board Chairwoman Wendy Boyd expressed her appreciation for the 2nd grade presentation. Boyd commended the staff for their hard work.

Executive Director David Patterson: Announced that the API scores have been released and Rocklin Academy's score was 942 which is the highest in the district as well as the county and is the highest in four surrounding counties.

Board Chairwoman Wendy Boyd: Announced that the next meeting will be at the Meyer's campus. She commented that RA is on track with the API scores and that the RA is moving from a good organization to a great one.

Stephen Siler: Voiced concern regarding e-mails that are sent in which the reply is forwarded to everyone on the send list.

Dave Patterson: Suggested the faculty get groups in place so that the only e-mail address showing up is the one who received the e-mail.

V. Consent Agenda:

V. (a) Enrollment Update was approved. Patterson/Boyd (3-0)

V. (b) Meeting Minutes of September 2, 2008 were postponed.

V. (c) The Expenditures for July 2008 were approved. Patterson/Boyd (3-0)

VI. Administration Report:

(a) State Budget Update

Executive Director Patterson reported his increased concern regarding the State Budget. He will continue to monitor the situation.

(b) WSCA Update

On Thursday September 11, 2008, Board President Patterson attended the Placer County Board Meeting and was asked to present a short introduction of the WSCA Charter. Patterson's outlook is positive and the Placer County Board asked that they meet again. . The hearing is scheduled for October 9, 2008 and Patterson is working to schedule an informational meeting for the community relating to the progress of WSCA. Patterson will continue to work with legal counsel and has also been in touch with the Department of Education.

VII. PAC Report:

PAC President Diana Higashi introduced PAC Vice President Julie Hirota. Higashi announced that Julie and she will be splitting the attendance at the Board Meetings. They then introduced Ed Keller, the new treasurer. They gave an update on several items:

- The Kick Off – The funds have been received and will be recorded in two weeks. The budget will be completed by September 26, 2008.
- Harvest Carnival – The date has changed to October 17 due to the competition of harvest carnivals in the community. The time will be 5:30-8:30 p.m. at Turnstone. Both schools will be in attendance. The sixth-graders will be in charge of bounce houses, the fifth graders are doing food assignments, and the fourth grade is doing a haunted house.
- PAC has moved their next meeting from October 9th, to October 7th, due to the WSCA presentation.

Board President Patterson informed the PAC Committee that the Smart Classroom project is on hold, but he will be in touch with them regarding the support funds. Patterson stated that the Board will be asking PAC for a contribution towards this project this year as well as the next. He asked them to put this situation on their radar for their executive committee.

VIII. Information/Action

(a) Field Trip Calendar and Costs

Staff Member Pat Tielh distributed to the Board a Field Trip Calendar and Costs flyer.

Stephen Siler discussed his concerns regarding the fourth grade field trip to the San Francisco Planetarium. His concerns are specifically that the \$1200.00 is a large cost for such a short time spent at the planetarium. Staff Member Tielh stated that she will take this fact into consideration for next year and commented that the fourth graders do fundraise for the cost of the bus. Board President Patterson asked if Siler would like this topic to come before the Board for Information/Action. Patterson then suggested that Siler meet with Tielh or the Vice Principals regarding this selected field trip. Siler concurred.

Board Chairwoman Wendy Boyd asked for clarification on how the money is being handled in connection with the field trips and PAC fundraising. Tielh announced that one of upcoming agenda items is regarding the field trip policies. She clarified that PAC is the fundraising arm of the school and that fundraising is allowed for field trips in the fourth grade for the Exploratorium trip and sixth grade for the Sly Park. Classrooms may have fundraising projects for service, such as fundraising for endangered animals or penny collections.

PAC President Diana Higashi stated that money is allocated to each class. If the amount of a field trip is over \$35.00 a fundraiser is available. Staff Member Robin Stout stated that she would like clarification on this policy.

Board President Patterson asked if it would be possible to put the field trip calendar on the web site. Pat Tielh commented that this would be possible, but that each individual teacher sends the notice out with the permission slips.

(b) Spanish Program Update

Staff Member Teilh updated the Board regarding the Spanish Program. The Administration is working with Ms. Pineiro on a year- long plan. Teilh informed the board that the program is coming along nicely for both schools and all seven grades. This program will be presented to the Board at the next meeting. Stephen Siler would also like a report on last year's program. Amber Tillery will be taking charge of the Spanish Club.

(c) Update on Professional Development

Staff Member Mary Decker updated the Board regarding our Professional Learning Community. She explained that teachers analyze assessments to identify gaps in student learning. Teachers then develop teaching strategies to address the gaps, set a three-week student achievement goal and reassess at the end of that time period to measure student learning and the effectiveness of the strategies. If the goal is reached, teachers will focus on another area of student academic need with a new three-week goal. If the goal is not reached the teachers will develop alternate strategies and address the same area of need. Each grade level meets every three weeks for 90 minutes to complete this work. Decker also discussed that teachers would be communicating with parents through means such as the classroom newsletter and conferences to inform parents about the three-week goals and to suggest ways that parents can support their children in reaching the goals.

Robin Stout: Commented that homework is focused on students learning the strategies that are being used. Board President Patterson stated that it is his understanding that this process does not leave any student behind and that every group gets attention in an appropriate way.

Stephen Siler: Expressed concern regarding substitutes during the release time to support the Collaborative Inquiry.

Chairwoman Wendy Boyd: Stated that it is very important to the Board that the instruction time is quality and that the Vice Principals know what lesson plans are left for the substitutes. She commented that the teachers are doing a good job on informing parents and feels that the parents are going to be supportive of Collaborative Inquiry.

Dave Patterson: Feels that a presentation to parents would be a good idea.

Ed Keller: Commented on the idea of the presentation and thinks the teacher's role should be set out with the parents goals as well and then results sent home.

Wendy Lang: Suggested a streaming video would be more convenient to parents than a presentation that parents needed to attend.

(d) Draft Fundraising Policy

Board President Patterson was asked to bring forth fundraising policies and wanted to clarify how PAC fits into the procedures. Patterson presented two pieces that he felt needed to be combined to fit the needs of Rocklin Academy. The first piece was a procedural piece from Gledhill Public School. The second, from Kennedy High School clarified the steps further. Patterson stated that Rocklin Academy has an obligation to set up principles to operate under any associated organization and would need to be in accordance with those same principles. He suggested a tight/loose approach – being tight on some issues and flexible on others.

Chairwoman Boyd would like to see the Board working with PAC and Administration and come up with a policy merging the two documents Patterson had brought forward. Boyd feels it is legally important to know what all the components are and important for each of the groups to know what the others are doing. Patterson stated that there needs to be a policy in place and suggested that PAC and Administration have further meetings to clarify this policy and have a set of principles and operational policies that would work for both organizations and be adopted by the Board in January.

(e) Governance Committee Update

Committee Member Nicolaysen was out of town. There will be an update at the next meeting.

(f) Autodial System

Pat Tiehl reported that through the SchoolReach system every family can be reached at both campuses. This program has already successfully been used for minimum day reminders. Meyer's School Secretary, Jesenia Bomgardner has headed up this project.

Meeting was adjourned at 8:47 p.m.

Respectfully submitted,

Nicole Alldredge