

March 2010 ES Meeting Compilation

(A compilation of questions and answers from the all ES meeting this month)

ES Specific Info:

How do we handle transfers for the Fall? Do we put those under the planned departures tab?

Yes.

- *If you are the current ES who wishes to transfer a student for Fall to another ES (or who has a parent who has told them they want a transfer), then you put in the planned departure.*
- *If you are the ES who is being requested, then you **do not** enter that. You may not "steal" a student from another ES.*

When can you mark summer transfers in the planned list?

Now. And from now on.

If you add an AESS student AFTER the SA is signed, do you need to do a new SA to reflect meeting every 5 days?

*Change it in ES Webfiles, but **do not** print out a new copy and mail to the office. The parent has already signed to approve that change when they sign the AESS contract, which is also an auditable document.*

If I have a CLAD do I need to do anything to get the "updated" CLAD?

No. Through the years there have been various programs to earn your EL certification for your credential. You only need to earn that certification one time (unless yours has expired—which would be a rare case). Those earning their certification now are doing so through the CTEL program, which has replaced CLAD, which most of you have done.

VPSS PG hours- if a class is taken in June- after ES check out- will those hours count toward 2011 PG?

The rollover for PG hours occurs when you officially "Checkout" for the school year.

Can an ES complete their learning styles in the fall- many of us have not had time with VPSS, WASC etc?

No, as we have a 1 year paid license for you, which will expire at the end of this school year. We know it has been a very busy year for everyone, but do feel this is an important training for you to have to help you in your job.

Will we get extra PG hours for the March meeting?

Yes. You will receive 3 hours instead of 2 for attending your March meeting for 3 hours or more.

Educational Info (POs, Curriculum, Vendors, LRs, etc)

Is it okay for portfolio samples to be smaller or larger than 8 ½ by 11 if they fit in the envelope?

Yes. Contact your advisor for information as to how to include these.

Portfolio Checklist: if a student enrolls the very end of the semester 1 (with only 1 week left in the semester), do they need 5 courses listed on their checklist, and do they need five samples regardless of whether they only worked on two courses, or do they only need a sample for the courses they were able to start in the limited time?

- *All students need 5 courses on their HS RC (which is also the portfolio checklist) minimum for every semester, regardless of when they enroll. You may be awarding the entire semester's credits based on what they were taking at their last school and did not receive credit for. Consult with your advisor for this type of situation.*
- *Remember that you can collect 1st semester work up to 20 school days after the last day of the semester. If they are doing the work and you are awarding attendance credit, you should be able to collect the supporting work samples.*

- *A student needs 5 samples unless their entire time in the school is 40 days or less (per school year, not per semester) and you are totally unable to collect more than 2 samples.*
- *The rule is "5 samples". The practice is "Collect all 5 in every case if at all possible, even if they are only enrolled for 1 day". Then the default is 2 minimum.*
- *Collect many samples at every LR meeting, and you will not have an issue if they suddenly drop.*

Can we go ahead and submit POs for next year's supplies with leftover money from this year?

There are no ES Discretionary funds for this school year. If the parent wishes to order supplies for next year, you may place those POs any time prior to the PO cutoff date. Use your school's correct process: SSCS-mark them 2010 delayed; OGCS—2010, then mark them either cancel end of year or not (according to the parent's wishes.), and urgent or non-urgent (not delayed).

If religion is mentioned in a history sample from a non-sectarian publisher would this be an okay sample if it aligns with the state standards?

*If the sample is from a regular school publisher and aligns to a history standard, you may use it. Do be sure that the prompt is not a sectarian prompt, as you as the "teacher of record" will be responsible for "giving sectarian instruction", which is illegal in CA public schools. You want to avoid all appearances that you are doing this (since you are not), as your credential is on the line if you do. Therefore, **for your own protection**, do not even go near any sample that would appear that you are on or crossing the line set in law. Any sectarian studies the parent assigns the student is on their own family time, and not anything that you have officially assigned—therefore do not use a sample from that work!*

Accounting: Do we need to submit POs for orders picked up at a store if the vendor invoices the school?

*No. You need to submit invoices for all items you **pick up and pay for with a school check** (product or EAs).*

Educational Activity Service PO's: If a service PO is created for an Educational Activity that must then be rescheduled by the vendor—can the vendor just give us a credit and the activity be completed on another day—or do we have to resubmit another PO?

Yes, if the vendor is willing to give credit instead of asking for another PO, that is fine, as long as the activity will be done during school calendar dates and before a student drops from the school.

Assessment Info (Scantron, Writing assignment, state assessments, etc):

When do we need to Scantron our graduating seniors?

You may begin any time now. Be sure to ask them to take it seriously, as we need their best "exit" score for our school accountability purposes. Allow extra time so that if they do not score well on the first time, you can require them to do it again before they are gone!

If you are testing a student for STAR testing at their home or another location what does the ES do about the PE test?

If you are STAR testing in the home and the parent does not want to go to the site to take the PFT, then you will need to contact your PFT coordinator and arrange to get everything you need to do the PFT test at their home as well.

Guidance Info:

If we have a HS student who will be behind in credits at the end of the semester, but they are not showing up as "gray" yet, are they still eligible for summer school?

Yes. You do need to note that on the SS enrollment form.

If a HS student who comes to us behind in HS credits earns enough credits by the end of first semester to bump them up to the next grade level in High School (from a gray grade to a regular one), do we bump them up mid-year or wait to the following year to list them as the next grade?

*Either one depending on their circumstances. (You will have to let the assessment department know asap if you will be doing this!) If they will not earn enough credits to bump up to the next grade level by Fall, though, then there is really nothing gained by doing this. **Only do this if the student is working diligently to catch up with their grade level to graduate on time.***

If we do change grades mid-year (say 9th to 10th), then the following year (which would be the second half of the 10th grade year, do we have to mark "ret" on the SA?

Yes. See answer above. If this will be the case, then just leave them all year in 9th grade, and enroll them as 10th the next year.

Parent Specific Info:

Any word on IF amount for next school year?

Yes. We may have to adjust the IF as the ADA for schools will be going down. We are not yet ready to announce an amount, as the state is far from finalizing a state budget for the next fiscal year. We will keep as much IF as possible with the dollars we are allotted, but will balance our budget to stay in business.

We need more info on the laws/rule on retention- can a student only be retained once?

A Kindergarten student may only be retained once by law. There are no CA regulations for other grade level retentions, but our school policy is not to retain more than once as a student may be in any grade level and work at their working level. Consult with your advisor with any specific situations that arise. Remember there is a difference between their FRED grade level for student records/ADA and a separate grade level on the LR at their working grade level.