

May 2010 ES Meeting Compilation

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

ES Specific Info:

Is there any possibility in the future for ESs who don't need the health insurance to put money in STRS?
No, this is not legal.

ESs in our group have a lot of money left over from their families accounts. Out of curiosity we would like to know how the school uses the funding that is not spent during the school year?

This year, schools in CA had, in effect, a 25% funding cut--unknown to us until this Spring when the CA budget was found to be in bad shape. IF funding is not "real money"--it is monies we expect to receive if the students stay enrolled all year, based on a 100% budget from the state. Therefore, any monies not spent up to 25% of our budget will mean less monies we have to borrow (and less loan fees next year) to cover this year's expenses. We expect that we will not see 25% unspent (although that would be nice!), and we will have to borrow some monies, but anything not needed to be spent will help! (FYI, OGCS will not have to borrow.)

On item 2a regarding the surveys, do we receive something from the office that we need to send in with our confirmations via email?

Yes, print the confirmation page to pdf and mail that in.

When we mail documents to the office do you prefer for us to write what the item is (roll sheets, SA's etc.?) on the envelope?

One person opens all the mail that comes to the office, and sorts it out by type of item--writing on the envelope is not necessary. The only time it will not be opened is if you address the envelope directly to a school director (do not do this for student documents as it will delay their entry!).

If we attend a summer advisor work day how many hours of PG do we receive?

Ask the advisor whose work day you are attending for this information, as they will be submitting your hours.

If we have extra PG hours for a school year, can any extra be carried over to the next school year?
No.

What is the cut-off date for earning Professional Growth for this year?

Contact your advisor directly, as they are your PG Advisor.

Advisor workday/Webex: can you please tell us the cities where the advisor's are having their trainings so we can know which one we'd like to go to?

- *Ineke Boscarino: San Jose*
- *Barb Mastman: San Jose*
- *Noah Mackenroth: Newcastle*
- *Shauna Anderson: Folsom*
- *Valorie Kirjola: Placerville*
- *Tracy Edwards: Sacramento*

Will VPSS classes be offered this summer? (even if the school will not pay for it)

Watch for ES Listserve announcements as we receive information.

If a prospective parent will not meet before an ES wants to check out, will this hold up the process of checkout?

No, if you have made contact and offered to meet with them before Checkout, then you have done your duty. Inform your advisor of the situation.

Will we continue to get late notices for dropped students , now that school is out and drops have been done by the office?

Yes. You will receive the late notices until all is in for your students (of which you were the last ES to serve them before their drop). You will also receive late notices for current students, even if the missing items were to be done by another ES before they transferred to you. Do not ignore those notices, but forward to your advisor so they can coordinate with the other ES to ensure those missing items are completed.

Late Report Cards: Not including grads, how can we submit report cards, when work is not completed, or get grades from parents, until the end?

You have until the end of the checkout period to enter the report card grades. The late notices at this time of year are your reminders of what is not yet in so it is not forgotten in the flurry of checkout activity.

For Check-out: If we are done with everything and are waiting on the office to enter items to be checked off, do we have to wait to check out until the office gets caught up?

The office is staying caught up this year. If this changes, we will take a look at that.

Could all new student forms be located in one section in Fred?

No, they have to be located in the FRED file where the info is housed: student specific, parent specific, money specific, etc. That is how a database works.

The students whose grade is in 'red' is just a FRED malfunction for now, right?

FRED is still set for 2010 school year--will not show 2011 info until after July 1. Therefore, we provide a hard copy list on our website for you to use to check grade levels. (It is not a glitch, but working correctly.) In August, please check for red grade levels as early as you can to get those changed.)

When we press update in on area of FRED do all records in all locations up date?

Yes, that is how it is supposed to work, and will be when FRED is all well again...

Because of FRED having so many issues lately, how long should we keep copies of LR so we don't have to worry about them being lost?

Until the database rollover July 1--after that, a snapshot of all of 2010 is archived and kept by the office.

Update Alert Button: Will there continue to be a nightly update, or do updates only happen if we click that button?

Yes, there is always an overnight update.

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

Will Shelly Ross add a list of ALL the links for the Webex videos for our easy access? *They are already linked on our school webpage to the ES Video page from the ES Protected page. Watch them whenever you wish!*

The ES Resources says we have 20 days to collect materials from families who are leaving OG, but one condition of checkout is that all materials are returned. Is there less time to collect materials at the end of the year?

Yes. Parents/students are hard to find once school is out. Do collect all before your checkout.

If transferring a student over the summer, can delayed session 10 orders be sent to the new ES if transfers are in by July 1?

Submit a PO inquiry with that information. No promises can be made, but the office will do what they can.

Educational Activity Checks: What should we do if a family did not use an activity check but cannot find it?

Contact your advisor immediately! We must account for every dollar of state funding when we are audited.

Rollsheets: can we date the last RS of the year with a date after the last day of school?

Yes. You have a week after the last day of school to meet with families and sign rollsheets.

Revised rollsheets do not have the last day listed on the rollsheets for the date? They have the date you completed the revision?

Yes, that is correct. Do not confuse a revision with a duplicate original, though, which was signed the ending date but is being submitted late because the first one was lost. A revised rollsheets has some information CHANGED from the first rollsheets submitted.

When we get an error notice about roll sheets can the roll sheet be scanned or can we get some info on the error so we do not make it again?

No, sorry, we do not have the manpower/monies to institute this process. We do ask you to make a copy of every rollsheets that you submit to the office, so you should be able to see the error on the one in your file.

Please clarify whether or not a 2nd rollsheets brought to the original LR meeting should be dated or just signed to keep in ES file.

It should be dated. An duplicate original must have all markings entered on both forms exactly the same, and this includes the date.

If a family marks and signs the roll sheet in black ink, and you don't notice until after you leave them, must you get a revised copy or will it be accepted if you sign and date it in blue ink?

Your blue ink will make it acceptable--next time, hand them a pen to sign with!

Drop codes- If we enter that a student is a "drop out" and then later find out they did enroll at another institution can the drop code be changed? (i.e. an adult student who dropped out with no intention of finishing but soon after completed diploma at local adult school).

Yes. If you know about this, email student records right away with this information. This will help to raise our school API scores!

If a K-6 student drops, is the code always 450?

For K-6th grader, use this rule of thumb, and ONLY select from these drop codes:

- 1. Going to any other public school in CA=450*
- 2. Going to any CA Private school or is going to home school = 180*
- 3. Moving out of CA = 200*
- 4. Moving out of the country = 240*

All other codes are only to be used for 7th to 12th grade drops.

For those who are going to be homeschooling, can we choose either Drop Code 180 or 460?

No, choose 180. 460 is a "drop out" code.

Aren't minors who go to juvenile hall required to attend school? So, wouldn't the drop code be 380?

380 is for those who go to adult prison, where school attendance is not required/provided. This is a drop out code.

370 is to be used for those who go to Juvenile Hall--they will be "attending school", and this is a regular drop.

When should we use drop code Drop 140? Please give specific examples.

Student gets married, loses interest in their courses, and just decides they are not going to do anymore schoolwork--ever...

Do we need to submit a drop via FRED, in addition to the planned departure drop for students who are not returning next year?

These 2 "drops" serve 2 different purposes that are not the same, and both are necessary. The planned departure only frees up a space on your load so that you can be assigned another student to fill that space before they are actually "gone". It also helps your director to determine how many ESs will need to be hired for the next year, based on available space numbers. But, the student stays "active" until you actually do the Drop and select "Done".

Is it possible to simplify the labels for the PO items, so they do not have item numbers & PO #'s on them, could we have an option to choose just a basic label?

The labels were created by IEM for our usage. They contain the information they wish you to track. You will be glad next year that the labels contain that information when you see the new materials tracking FRED files.

Can we change the N to Y on the checkout form for POs Next Year Submitted if the family has not requested any POs for next year?

No, leave at a "N", and let your advisor know that the families with "N's" are in this situation.

Student Samples: do we need to save all samples or just some samples?

Save all samples for any HS level course. Pick and choose from amongst K-8th grade samples--save some, but all is not necessary after your portfolios are all marked complete.

Why if a child writes or dictates a report about what they learned in a particular subject is it not acceptable as a portfolio sample? [The explanation given is that it is "learning record" material]

Remember your global picture from the August ES Training. The LR contains the "what did you learn" information, and then lists the activities that were done to learn that information. It doesn't matter how you find out what they learned, it all goes into the LR. The Portfolio sample is one of those activities that you stated they did to learn that topic. This supports your claim in the LR, which supports our claim for school dollars, which supports the attendance claimed on the Rollsheet. Each element shows a different requirement.

Is it okay to mail portfolio samples to the office or do ESs have to go to the office?

Mail, unless your Advisor needs to meet you there to go over them.

To avoid having to collect last minute portfolio samples for fixes, could the office just ask parents to plan on a sample from each learning area monthly?

*We did ask you all in August to communicate this to your families, and to collect an activity sample every month from as many subjects as you can. You can send them the "General LR Info" email at the beginning of each school year to review this topic. Talk about this also when you do the 1st Meeting Info sheet. If you collect samples the first couple months, then stop for several months as you "have enough samples", then you are sabotaging yourself--**COLLECT EVERY MONTH WITHOUT FAIL!***

If a vendor has been denied in the past, may we submit a new request if there has been a change in the status of the vendor?

Yes, but do talk to the vendor first to see if they are interested in working with us.

Fall Orders- When should they be delivered to parents? During the summer or on the first day of school?

On or just prior to the first day of school, and after you are sure they are returning to us for the Fall semester.

What will our IF accounts be for next year?

We hesitate to make an announcement at this point, as the state budget is still quite volatile. If no further reduction to school occurs, we are planning on:

K-8th: \$1600--SSCS; \$1800--OGCS

9th - 12th: \$2000--SSCS; \$2200--OGCS

Remember, this is subject to change depending on the final 2011 CA state budget--use this info for your planning purposes, but make no promises at this point!

In our PO's do we need to mark off subscriptions?

No, they are a service vendor, and you only mark off product POs.

Do we need to mark service POs as complete prior to checkout?

No, you never mark any Service POs complete.

If a delayed PO was submitted for a family using 2010 funds, but the family drops over the summer, does the PO need to be canceled or could the materials be used for another family?

This is always your choice. But, this year we prefer that you cancel the PO, as every dollar not spent will mean a dollar we don't have to borrow to pay the bill.

Would the materials need to be "bought" by the new family since the materials were purchased with 2010 funds?

No.

Will the "\$150.00" in orders be sent from the office after July 1st or as ordered?

July 6 is the date that all Session 10 Delayed POs and Session 11 up to \$150 POs will be sent out. Plan for their arrival at your house accordingly.

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

Do students get a truancy for not STAR testing if they have no signed waiver?

Yes--you need to submit it in FRED and send it to them. But, they can only receive a #1 truancy for that, not a #2.

What is the earliest date we can begin Fall Scantron testing for 2011?

This year you can start on the first day of school. The Scantron testing window on the 2011 calendar will soon be adjusted with this new information. This will be for all students, new and returning. Do not test prior to the first day of school, though, as SCANTRON will not be ready.

What is the earliest date the exit Scantron can be given to 2nd semester grads? (We discussed that it might be best to administer it at the beginning of 2nd semester, to get the best results for students scores).

For 2011 Spring Graduates, you can Scantron them anytime after the start of 2nd semester.

May we administer end-of-the-year tests to current students until checkout?

YES!!

Guidance Info:

Who would we ask to send out an 8th grade certificate if a parent asks?

The school secretary will be sending out the 8th grade certificates to all students who did not attend the ceremony. No need for you to follow up.

Will the office be open all summer for students to obtain work permits?

Yes. Just email ogssworkpermits@ieminc.org.

The Agenda didn't make it clear that students taking classes at a Community College still need a concurrent enrollment form filled out.

Yes, always when enrolled with us.