

October 2009/10 ES Meeting Compilation

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

ES Specific Info:

Many of us have been noticing that FRED keeps us logged in, sometimes hours, after we have logged out. *Be sure you log out correctly so this doesn't happen. Don't just close the program!*

How long do we have to complete the online professional development class?
Prior to ES Checkout for 2010.

Will VPSS classes for Science and History be extended for NCLB?
We believe we may have found a vendor for this...Keep watching your ES Listserve emails!

Do we have to use school email for Google doc?
Check the agenda for information about who can help you with Google docs, then contact them directly.

Is there a way to make the Webex videos any louder?
That would be a local computer issue--not something we can change. You can always buy speakers to plug into your laptop.

When will we know about WASC?
Our WASC visits are in February and March, but then we don't hear anything until after school is out. We will send out a listserv when we hear!

If we are replying back to a parent who has put a slogan on their e-mail do we need to delete their slogan?
Yes, please!

Why were so many new ES's hired when "old" ES's did not get a chance to be filled up with student loads?
This was answered in the August compilation, is available as a full document on the ES Resources page, and nothing has changed.

How many days is each ES expected to serve this year? We noted disparity in the number of assignments for each ES.
We still do not have exact numbers of days required for this year, but currently all "part-timers" have 3 assignments and "full-timers" have 5 or 6, depending on your school. STAR admin staff have assigned duties, not days on the calendar. They are all doing over and above what the regular ES proctors will be doing.

Is there a way to hide the WebEx Player controls in the lower right hand corner during the WebEx video?
No.

Could Shelley please add to the questions/note taking guides any websites mentioned in her webex trainings?
I can add the websites to the notes. But, they are also posted online for you. The math websites on the parent Curriculum website, and in the ES "Vendor Info" link, "Math Departments".

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

How do we know whether our families attended a GEA, other than asking them?

The way you know is the ask.

If a family cannot make the GEA after the deadline and loses those funds, can they do a Transfer of Funds if another family takes their slot

If both ESSs and families agree, yes. ? The GEA coordinators cannot facilitate this for you.

If we get a student transferred to us and notice that they are using more than 30% of their IF towards a high risk activity how should we deal with this?

Drop from the courses that will put the student over 30% immediately and notify your advisor!

If a student transfers or drops should we delete the report card(s) off FRED?

If a student drops, yes. If they transfer, no, unless the report card is due while you are serving them. If in doubt, consult your advisor.

Do we need to send a PDF if we change/delete classes for high school students?

No.

If we are transferred a student who signed an AESS agreement with their previous ES, do we need to cancel the first contract and sign a new one?

The 1st one is cancelled automatically upon a transfer. If you will be doing an AESS contract with the family, yes, you need to do that ASAP after you begin to serve them.

Do we need to complete an AESS A contract every semester?

No. Just 1 for each school year.

What is the correct HQT coding for electives if Foreign language fulfills VAPA?

Code it as a category 7E.

Creating SA's in WEBfiles: Is it possible to add a drop down calendar menu for entering the start date on Student Agreements? On that note, FRED only gives the option of meeting every 5 days or 20 days (on the SA). Shouldn't there be an "every 10 days" to reflect AESS?

Not this year, but thanks for the suggestions for the future.

What do we do with out of date textbooks? Do we archive? Do we keep forever?

Keep forever for now. We are working on an archive process for IEM schools.

If a student signs an AESS contract later in the year, so we need to print a new SA to reflect that?

No.

Does a student need a new Bridges account every year or will the account remain active from year to year?

If the account info changes, it will be updated in your password section of ES Webfiles, plus you will receive info in the agenda.

When do service POs that are cancelled get reimbursed into the accounts?

After the vendor does the final billing for that student. The accounting office can make no changes until this happens. Sometimes it helps for the parent to talk to the vendor and ask them to please bill the school!

Parent Receipt form for POs in WEBfiles: Is it possible to add a place to mark items as consumable or not on the Parent PO Receipt?

Next semester a new Materials section is being added to ES Webfiles which should contain this feature and other helpful options.

When we pick up a PO from a product vendor like A Brighter Child when we had already placed a PO, do we need to send in a receipt still?

Remember, if you pay with a check, you send in a receipt. If you "pay" with a PO, or nothing, there is no receipt for you to mail in--you are receiving a packing slip with your items only.

What is the final word on refunds if a student drops from a service PO? Are we entitled to money back? Or does the vendor set those rules?

Vendors are businesses we contract with, and to use their services, we agree to abide by their rules.

When a family drops we know we are supposed to use our own judgment when collecting a consumable that has been used a little. However, is there a rule of thumb to follow?

Yes, contact your advisor for help!

Does an Educational Activity have to be done on a school day? For example going to Marine World on a Saturday?

It has to be done between the first day of school or the date they enroll in the school (if after school starts) and the last day of school. Any date in that time period is OK for an ES, GEA, CP.

If a student doesn't hit any standards during a learning period in a subject area is it okay to leave the standards blank if we give a detailed description of learning in their LR?

Yes, but do add more substance to your LR paragraphs in this circumstance.

Is it okay to mark more than 10 standards in a subject area during a learning period?

You are validating what "is"--if they did more than 10, mark more than 10.

In the assessment section of our LR's is it okay to mention what percentage they received on test, quizzes and papers?

Absolutely!

Where do we put cross curricular and integrated learning in our LR? In both subject areas or the more dominant one?

Your choice.

If a student is attending a CP course then (CP) should be referenced in the LR's and not (EA)?

Yes.

Should the SME be referenced in LR's?

No. The SME is already now linked to the Report card and listed in the CP/HQT file--that is enough.

What do the asterisks mean on some of the standards?

Those have meaning for another IEM school (standards for their Benchmark exams), but mean nothing for our school.

Learning Records: Most of our group is still a little unsure of the Assessment Statements?

Review our ES Recourses link at <http://www.ieminc.org/handbook/learnrecord/LRassess.htm>. Then ask your advisor if you need more help.

How can we find out if a curriculum is research based?

State-adopted textbook curriculum is researched-based. For other curriculum, more and more, they are posting that information on their website. Some vendors use this term loosely.

HQT/SME courses: May a student be signed up for English 11A and 11B in one semester if they intend to complete a full year course in one semester?

Yes, they must.

Transfer/Drop Checklist: During the year, should the checklist be sent to an advisor?

Yes. Contact your advisor for details.

Portfolios: Does the writing on the photo (or attached) describe the action in photo or what they did or what they learned?

The writing is part of an "assignment" that the pictures shows. Do not put LR info (what they did or learned) in a portfolio sample--show the "assignment".

A 9th grader wrote a paragraph describing the rules and skills necessary for basketball (no photo):

Is this enough?

Absolutely! That would be a great PE "assignment" towards PE standards and therefore a wonderful portfolio sample.

Portfolio: If a Math sample doesn't show students working out problems (example: true/false, or one word answer), is this ok, or does the ES need to copy the book to show what the problems were?

A math paper with just the answers is acceptable, but not the best choice for a portfolio sample. Try to include "student work" towards the math standards.

When documenting the time on a portfolio sample that takes five days of experimenting and observing what should we put as the time value? The hours it takes, days it takes, or the time it takes to do the writing portion?

Your choice--the audit guide allows for both choices, but be consistent in the way you are doing it for your students.

Learning Styles: If there are even numbers on the score card, how should we decide on which style to record?

Choose the one you feel is most accurate (even if it is somewhat subjective).

Learning Styles Form: Can the form be used as a work sample? It requires reading and following directions and shows work.

No, as we want someone to keep it for reference, and as a portfolio sample, it will be destroyed after 3 years.

Do we complete Learning Styles for new students?

Yes. Email Kirstine at <mailto:iemtraining3@ieminc.org> with the number you need for each level and she will mail them out to you.

Fast Forward: why is Fast Forward only for 4-7th? Could a 3rd or a 2nd grade student still find it useful?

Yes. Fast Forward Math has leveled diagnostic assessments beginning in 1st-2nd grades, so these diagnostics can be used in many different ways for different types of intervention not just for Intensive Intervention students. As pointed out in the training video, they can be used for Strategic and Benchmark students, but they do not cover all of the standards...they cover the essential skills.

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

Is there a procedure for the school to flag students who are far below basic and really target the parents for intervention other than the ES stating it?

We leave that to our professional ESSs! IF you feel an SST is necessary, read the information in the ES Resources as to how to initiate that process. Talk with your Advisor for help.

When are the CASHEE results suppose to be in?

Not until end of Nov. maybe beginning Dec.

When will we know the dates for our STAR proctor assignments?

Just as soon as our business locations will give us date confirmations. At this point, it is out of our hands--we are all waiting.

If a student is low income does that mean that lower test scores are expected and therefore don't adversely affect the school?

No, that does not mean that. It means you need to be sure you are having high expectations for all and providing the tools needed for learning!

Will the writing samples become a part of the student's permanent file?

They are kept by our school to use for WASC, Charter Renewal, and any other occasion when we need to show our diligence in this area. It does NOT go into the student's cume file and follow them throughout their educational career.

Where can we find exemplary persuasive essays at the various grade levels that meet all the rubric requirements?

I found some for 7th grade on the cde website and will attach them. The examples are part of a 46 page document which can be accessed at this site <http://snipurl.com/t0u3w> [www2_cde_ca_gov]. Click on item 6 on that page. The samples of persuasive writing are on pages 48 to 53 of the pdf. Following is a direct link, but it doesn't look as if it is active when I copy and paste: 4 and 7 Writing Test Teacher Guide - Standardized Testing and Reporting (STAR) ... (PDF)

Guidance Info:

Are there age requirements for SAT tests?

No age requirement for the SAT. Students 13 and older can register for an SAT online. Student 12 and under can only register for the test through regular mail.

If a student is taking the SAT test to satisfy the a-g requirement for their high school course and they score too low, can they re-take the test?

SAT II can satisfy a-g requirements if it is right score and need to be a junior or senior to take test.

Yes, students can take the SAT test as many times as they wish. The UCs only take their highest score. We will be having many students this year take the SAT II subject test as a way to satisfy the a-g subject requirements.

When a 7th or 8th grade student takes Algebra, is a high school report card required? If yes, when is it generated and does it need to be deleted later?

See the November ES Agenda for this information.

Parent Specific Info:

Is there a way to see what parents HH form was turned in if an ES did not keep record? When will we know that the office received the HH forms?

This was answered in the September compilation. They are currently being entered in the office, but remember, there are 4 IEM schools with more than a thousand students each....your patience is appreciated!