



## Compass Charter Schools

### Academic Affairs Committee Meeting

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#### Date and Time

Monday October 16, 2017 at 3:00 PM PDT

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CCS Central Office: 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361  
1846 West Imperial Hwy., Los Angeles, CA 90047  
3305 Buckman Springs Road, Pine Valley, CA 91962

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeeting.com/join/127374365>

You can also dial in using your phone: (571) 317-3112; Access Code: 127-374-365

For questions or requests regarding accessibility, please call Miguel Aguilar at (805) 807-8199.

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#### Agenda

##### I. Opening Items

Opening Items

A. Call the Meeting to Order

B. Record Attendance and Guests

##### II. CONSENT ITEMS

Academic Affairs

**A. Consent Items**

Consent Items – Items under Consent Items will be voted on in one motion unless a member of the Committee requests that an item be removed and voted on separately, in which case, the Committee Chair will determine when it will be called and considered for action. Due to the set-up of BoardOnTrack, approval of any meeting minutes will be done through consent, unless removed and voted on separately as noted above, using the same vote count.

- Approval of October 16, 2017 Regular Meeting Agenda
- Approval of February 9, 2017 Regular Meeting Minutes

**B. Approval of the February 9, 2017 Regular Meeting Minutes**

**III. COMMUNICATIONS**

**A. Committee Member Communication**

- Kathy Granger
- Matthew Brown

**IV. REPORTS**

**A. Staff Report**

**B. Response to Intervention (RTI) Presentation**

**C. StrongMind Walk-Through**

**V. PUBLIC COMMENT**

**A. Public Comment**

Addressing the Committee – Committee meetings are meetings of the Board of Directors and will be held in a civil, orderly and respectful manner. All public comments or questions should be addressed to the Committee through the Chair of the Committee. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Committee must send a Speaker Request Message through the form of a text message or chat box message to Miguel Aguilar, Executive Assistant to the CEO (805-807-8199). Messages must contain speaker name,

contact number or email, and subject matter and sent prior to the beginning of the Public Comment section of the meeting. Members of the public may address the Committee on any matter within the Committee's jurisdiction and have **three (3) minutes each** to do so. The total time of each subject will be fifteen (15) minutes, unless additional time is requested by a Committee Member and approved by the Committee.

The Committee may not deliberate or take action on items that are not on the agenda. However, the Committee may give direction to staff following a presentation. The Chair is in charge of the meeting and will maintain order, set the time limits for the speakers and the subject matter, and will have the prerogative to remove any person who is disruptive of the Committee meeting. The Academic Affairs Committee may place limitations on the total time to be devoted to each topic if it finds that the numbers of speakers would impede the Committee's ability to conduct its business in a timely manner. The Academic Affairs Committee may also allow for additional public comment and questions after reports and presentations if it deems necessary.

## **VI. UNFINISHED BUSINESS**

## **VII. NEW BUSINESS**

- A.** Review and Discussion of Committee Charge
- B.** Review and Discussion of 9th Grade Math Placement Policy Check-Up

## **VIII. Closing Items**

### **A.** Upcoming Meetings

Board of Directors Meeting  
6 pm - Monday, November 27

Academic Affairs Committee Meeting  
3 pm - Monday, December 18

### **B.** Adjourn Meeting

# Coversheet

## Approval of the February 9, 2017 Regular Meeting Minutes

<b>Section:</b>	II. CONSENT ITEMS
<b>Item:</b>	B. Approval of the February 9, 2017 Regular Meeting Minutes
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Academic Affairs Committee Meeting on February 9, 2017

APPROVED



# Academy of Arts & Sciences

## Compass Charter Schools

### Minutes

#### Academic Affairs Committee Meeting

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##### Date and Time

Thursday February 9, 2017 at 1:00 PM

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AAS Central Office: 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361  
2303 243rd Street, Lomita, CA 90717  
3901 Carpenter Court, Studio City, CA 91604

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeeting.com/join/127374365>

You can also dial in using your phone: (571) 317-3112; Access Code: 127-374-365

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For questions or requests regarding accessibility, please call Miguel Aguilar at (805) 807-8199.

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#### **Committee Members Present**

J. Lewis, M. Cohen (remote), M. Koblick

#### **Committee Members Absent**

*None*

#### **Committee Members who arrived after the meeting opened**

M. Koblick

#### **Guests Present**

J. Manwarren, M. Aguilar

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

M. Cohen called a meeting of the Academic Affairs Committee of Compass Charter Schools to order on Thursday Feb 9, 2017 at 1:05 PM.

#### **B. Record Attendance and Guests**

### **II. CONSENT ITEMS**

#### **A. Approval of February 9, 2017 Regular Meeting Agenda**

J. Manwarren made a motion to approve the February 9, 2017 regular meeting agenda as amended (remove IV. B. Counseling Services Department Overview Presentation).

M. Cohen seconded the motion.

The committee **VOTED** unanimously to approve the motion.

#### **Roll Call**

J. Manwarren Aye

M. Cohen Aye

M. Koblick Absent

#### **B. Approval of the December 8, 2016 Regular Meeting Minutes**

M. Cohen made a motion to approve minutes from the Academic Affairs Committee Meeting on 12-08-16 Academic Affairs Committee Meeting on 12-08-16.

J. Manwarren seconded the motion.

The committee **VOTED** unanimously to approve the motion.

**Roll Call**

M. Cohen Aye

M. Koblick Absent

J. Manwarren Aye

### **III. PUBLIC COMMENT**

#### **A. Public Comment**

No public comment.

M. Koblick arrived.

### **IV. REPORTS**

#### **A. Staff Report**

Mr. Lewis reported that NHS is in its second year at AAS. Mr. Derek Yip, high school government/economics teacher, is the club advisor. There are currently 10 scholars in NHS, with an induction ceremony planned for March 16 at 6 pm. AAS celebrated our counseling services team throughout NSCW, which is this week. We participated in a social media photo contest on our Facebook and Twitter accounts. Five (5) middle school scholars are participating in the Science Olympiad in Antelope Valley on February 18th. Erica Angelo, 7th grade science teacher, is our staff lead. They start the day with invasive species at 8:30 am, and end with an awards ceremony at 5:30 pm. Winners move on to the state-wide competition.

#### **B. Counseling Services Department Overview Presentation**

Postponed to a future meeting.

### **V. NEW BUSINESS**

#### **A. Review and Approval of 2015-16 School Accountability Report Cards**

Mr. Lewis provided an overview of the School Accountability Report Cards, which are a snapshot of the school. The SARCs serve as an overview of scholar achievement, school climate, and school demographics. Most of the information is synched directly with the California Department of Education (CDE); some sections allow narration. SARCs for all California public schools are available on the CDE website.

Discussion on comparing and contrasting our results to peer schools across the state. Points also made on test scores, our results, and plans to improve both the number of scholars who test and our overall results. Mention of tie-in to the Local Control Accountability Plans (LCAPs) and budgeting process. Points also made on UC/CSU course competition rates. Mention of leadership staff currently attending training on the SBAC testing process.

Academic Affairs Committee will hold a special workshop in March to review SARC's in more detail, along with peer results, and talking points to speak to AAS data.

J. Manwarren made a motion to approve the 2015-16 School Accountability Report Cards.

M. Cohen seconded the motion.

The committee **VOTED** unanimously to approve the motion.

#### **Roll Call**

M. Koblick Aye

J. Manwarren Aye

M. Cohen Aye

### **B. Review and Discussion of 9th Grade Math Placement Policy Check-Up**

Mr. Lewis reviewed the 9th grade math placement track B4 – C6 checkpoint update from the Counseling Services Department, who performed the 30-day checkpoint for our 9th grade scholars per our 9th Grade Math Placement Policy. The checkpoint resulted in two (2) scholar course level changes.

## **VI. Closing Items**

### **A. Upcoming Meetings**

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:47 PM.

Respectfully Submitted,  
M. Aguilar



# Coversheet

## Staff Report

<b>Section:</b>	IV. REPORTS
<b>Item:</b>	A. Staff Report
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	J.J. Lewis
<b>Related Material:</b>	A Staff Report - October.pdf B Counseling Services Workshops Flyer - October.pdf C Scholar Engagement Events Flyer - October.pdf



Staff Report  
October 16, 2017

This report is meant to provide updates to the Board of Directors Academic Affairs Committee:

AVID

45 scholars are enrolled in our AVID Elective class. Members of our AVID Site Team have attended numerous trainings to better support our scholars, including training on critical reading and collaborative study groups. Teachers in our Online High School have been incorporating AVID into their classrooms, such as philosophical chairs and the use of Cornell notes.

Class of 2018

CCS celebrated its first graduate of the 2017-2018 school year last month. The scholar is happy to have earned her HS diploma and looks forward to starting CC in the near future.

Counseling Services Workshops

The Counseling Services Department is hosting a number of workshops throughout the month of October. Topics are geared toward either middle school or high school scholars. *See attached flyer for more information.*

Engagement Events

The Engagement Department has scheduled a number of field trips and enrichment activities for scholars throughout the state. *See attached flyer for more information.*

i-Ready Diagnostic Testing

Our new and returning scholars have completed their i-Ready Diagnostic Test. New scholars will continue to be tested as they enroll with us. Scores will be uploaded into our Scholar Information System (SIS) and Parent Scholar Portal (PSP). The i-Ready results will help teachers assess the needs of each and every scholar in their class while monitoring progress and growth throughout the school year.

Individualized Education Program

The Special Education Team has led six (6) initial IEP meetings with scholars, families, and general education teachers, as well as 25 30-day IEP meetings.

Parent Teacher Conferences

Our Online Program will be hosting Parent Teacher Conferences from November 6<sup>th</sup> through November 17<sup>th</sup>. This is one of the many enhancements that have been made to our online program this year to better support our scholars.

### Science Wet Labs

We are hosting synchronous and asynchronous biology, chemistry, and physics labs every month this school year (days, time, and locations to be determined). They will be held in Fresno, Los Angeles and Santa Ana. We currently have 42 scholars enrolled in biology, 15 enrolled in chemistry and 5 enrolled in physics.

### Truancy Update

Per our Independent Study Policy, which was approved by the Board of Directors in January, and our signed Master Agreements between scholars, learning coaches and supervising teachers, if a scholar fails to submit at least five (5) assignments within a 10-day span, they are considered truant and meet with the President & CEO to see if independent study is an appropriate and supportive learning environment. Here are our truancy numbers, as of October 9<sup>th</sup>:

- Online Elementary School: 3 scholars
- Online Middle School: 2
- Online High School: 23
- Options Program: 1

### Vendor Relations

Our Vendor Department has been working hard to increase our vendor offerings for curriculum, classes, and materials for our Options scholars. We currently have close to 400 vendors available. The complete list can be found on our website, under Academics > Options Program.

# COUNSELING WORKSHOPS

OCTOBER 2017



## COUNSELING SERVICES MIDDLE SCHOOL PRESENTATIONS & WORKSHOPS

### "Virtual Bullying & Safety" - Thursday, October 12 from 12-1 pm

Description: The workshop will discuss safety when navigating the ever-changing world of social media and digital tools, and how our use of them will create a permanent digital carbon footprint that will affect us for the rest of our lives. [RSVP link.](#)

"Let's Get Organized" - Monday, October 23 from 12 - 1 pm Description: The workshop will provide an opportunity for scholars to take an executive functioning assessment, participate in creating an individualized daily schedule and practicing how to spot disorganization. [RSVP link.](#)

## COUNSELING SERVICES HIGH SCHOOL PRESENTATIONS & WORKSHOPS

### "Virtual Bullying & Safety" - Friday, October 13 from 12-1 pm

Description: The workshop will discuss safety when navigating the ever-changing world of social media and digital tools, and how our use of them will create a permanent digital carbon footprint that will affect us for the rest of our lives. [RSVP link.](#)

### "Let's Get Organized" - Tuesday, October 24 from 12-1 pm

Description: The workshop will provide an opportunity for scholars to take an executive functioning assessment, participate in creating an individualized daily schedule and practicing how to spot disorganization. [RSVP link.](#)

### Junior (11th Grade) Presentation - Monday, October 30 from 12-1 pm

Description: The information presented is designed to provide critical information and

they can develop and maintain strategies for success to utilize throughout their high education, earn a high school diploma and beyond. [RSVP link](#)

**"Introduction to Naviance" Thursday, October 26 from 12-1 pm**

Description: Explore this useful college & career planning tool that will help you connect your learning to real-life. [RSVP link.](#)

**College Road Trip Series: "Navigating the College Application Process" Wednesday, October 18 from 12-1pm**

Description: This presentation will help scholars understand the application process for the UC, CSU and common application requirements of a 4-year college application. Any scholar planning to apply to a 4-year college/university is encouraged to attend this valuable presentation. [RSVP link.](#)

**College Road Trip Series: "Financial Aid FAFSA Basics" Monday, October 30 from 1:30-2:30 pm**

Description: This presentation will help scholars understand the Free Application for Federal Student Aid (FAFSA). Any scholar planning to apply to a community college or 4-year college/university is encouraged to attend this valuable presentation. [RSVP link.](#)

**College Career Success Cafe: "Tips & Tricks for Personal Statement Writing" - Tuesday, October 31 from 12:30-1 pm**

Description: The Café will be held on the last Tuesday of each month. Topics will focus on college/career awareness and readiness skills. [RSVP link.](#)

## RSVP HERE NOW



## COMPASS CHARTER SCHOOLS COUNSELING DEPT

✉ [counseling@compasscharters.org](mailto:counseling@compasscharters.org)

🌐 [compasscharters.org](http://compasscharters.org)



# CCS Field Trips & Events

Information subject to change - Current as of 10/5/17

View **event details** and **instructions to register** by visiting our [CCS website calendar](#).

Please note: No scholar may attend a Field Trip hosted by Compass Charter Schools unless accompanied by a parent, guardian, or legal adult. No exceptions.

For questions - please contact Rebecca MacAlpine at [rmacalpine@compasscharters.org](mailto:rmacalpine@compasscharters.org)

## Field Trips & Events

October 11 ~ La Brea Tar Pits Homeschool Day in Los Angeles  
October 11 ~ Mount Baldy Visitor Station Experience Field Trip in Mount Baldy  
October 12 ~ San Diego Zoo Field Trip  
October 13 ~ Big Fresno Fair Field Trip  
October 16 ~ Magic Mountain Homeschool Day in Valencia  
October 17 ~ Fine Art Class at Mission: Renaissance (Ages 5 to 12) in Thousand Oaks (A few spots are still available, sign up today!)  
October 18 ~ Guido's Martial Arts Class in Clovis (Enrolled & Non-Enrolled Families!)  
October 19 ~ The Autry Museum Field Trip in Los Angeles  
October 19 ~ Time Travelers Day Field Trip in Fresno (Spots are still available, sign up today!)  
October 20 ~ Monterey Bay Aquarium (Spots are still available, sign up today!)  
October 23-27 ~ Spirit Week  
October 23 ~ Amy's Pumpkin Patch in Ontario  
October 24 ~ Pa's Pumpkin Patch in Long Beach  
October 25 ~ Underwood Family Farms in Moorpark  
October 26 ~ Hillcrest Family Farms in Reedley  
October 27 ~ Oma's Pumpkin Patch in Lakeside  
October 31 ~ Harvest Celebration in Santa Ana  
November 1 ~ San Diego Archaeological Center  
November 2 ~ Lost Realms Pets in Fresno  
November 2 ~ Moorpark Zoo  
November 3 ~ Talent Show held virtually for all scholars  
November 9 ~ LEGOLAND in San Diego  
November 14 ~ The Discovery Center in Fresno  
November 17 ~ Air Force One Discovery Center at Ronald Reagan Library  
November 16 ~ Long Beach Airport Tour  
November 29 ~ Bates Nut Farm in Valley Center  
December 5 ~ Gibbon Center in Santa Clarita  
December 7 ~ Rubel's Castle in Glendora  
December 8 ~ SDSU Field Trip & Women's Basketball Game in San Diego  
December 8 ~ Poverello House in Fresno  
December 14 ~ NASA Jet Propulsion Lab - JPL  
December 18 ~ San Diego Air & Space Museum  
April 20-22 ~ AstroCamp for 4th to 7th Grade Scholars in Idyllwild

## Deadlines to Register

Oct 9 ~ Amy's Pumpkin Patch in Ontario (Oct 23 event)  
Oct 9 ~ Pa's Pumpkin Patch in Long Beach (Oct 24 event)  
Oct 10 ~ Underwood Family Farms in Moorpark (Oct 25 event)  
Oct 11 ~ LEGOLAND in San Diego (Nov 9 event)  
Oct 11 ~ AstroCamp for 4th to 7th Grade Scholars (Apr 20-22)  
Oct 11 ~ Guido's Martial Arts Class in Clovis (Oct 18 event)  
Oct 11 ~ Hillcrest Family Farms in Reedley (Oct 26 event)  
Oct 12 ~ Oma's Pumpkin Patch in Lakeside (Oct 27 event)  
Oct 17 ~ Harvest Celebration in Santa Ana (Oct 31 event)  
Oct 17 ~ San Diego Archaeological Center  
Oct 17 ~ Lost Realms Pets in Fresno (Nov 2 event)  
Oct 18 ~ Moorpark Zoo in Moorpark (Nov 2 event)  
Oct 20 ~ Talent Show Auditions for our Virtual Talent Show (Nov 3 event)  
Oct 30 ~ NASA Jet Propulsion Lab – JPL (Dec 14 event)  
Oct 30 ~ Air Force One Discovery Center at Ronald Reagan Library  
Oct 30 ~ The Discovery Center in Fresno (Nov 14 event)  
Nov 1 ~ Long Beach Airport Tour (Nov 16 event)  
Nov 14 ~ Bates Nut Farm in Valley Center (Nov 29 event)  
Nov 16 ~ Gibbon Center in Santa Clarita (Dec 5 event)  
Nov 16 ~ Rubel's Castle in Glendora (Dec 7 event)  
Nov 29 ~ Poverello House in Fresno (Dec 8 Event)  
Nov 29 ~ SDSU Field Trip & Women's Basketball Game in San Diego (Dec 8 event)  
Dec 1 ~ San Diego Air & Space Museum (Dec 18 event)

[Click here to download a PDF version of this flyer!](#)



### Compass Charter Schools

[Facebook](#) [@CompassCS](#)

Compass Charter Schools (CCS) is a WASC-accredited virtual charter school that serves scholars throughout California. [Visit our website](#) to learn more about our flexible academic programs!

[850 Hampshire Road, Suite P, ...](#) [compasscharters.org](#)

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# Coversheet

## Response to Intervention (RTI) Presentation

<b>Section:</b>	IV. REPORTS
<b>Item:</b>	B. Response to Intervention (RTI) Presentation
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	Kasey Wingate
<b>Related Material:</b>	RTI PPT for Academic Affairs Committee.pdf





**Ashley Daugherty & Kasey Wingate**  
Scholar Success Coordinators & Response to  
Intervention (RTI) Program Developers



# AGENDA

- ❏ Weekly Bulletin Example
- ❏ Truancy Policy
- ❏ What is RTI?
- ❏ Indicators for Tier 1 (Flagged Scholars)
- ❏ Tiers Spreadsheet Example
- ❏ Questions

## Weekly Bulletin Examples



## October's Theme--Haywire Scholars

Week Four: What can I do if a scholar logs in but doesn't complete work?

**DEVELOP A RELATIONSHIP WITH ALL SCHOLARS IN YOUR HOMEROOM!**

- 1) Catch them when you see they are online and start a chat!
- 2) Have them message you back in SM by telling you what they like to do for fun, what their favorite subject is, something unique about them, etc. This will be an ice-breaker that will soon become the bond between you and your scholar(s).
- 3) Then, state that you've seen that they logged in but haven't submitted work--find out the reason and remember to project SUPPORT. Remind them you are there to help and want to see them succeed.
- 4) Provide suggestions when they give you an answer, "I'm distracted"
  - a) Solution: Set up a work station and turn off all electronics
  - b) Take breaks every 2 hours or so and get in physical activity and food (food is fuel) in the meantime

\*The scholar may then feel more apt to submit work because they know someone is "watching" them...

**DID YOU KNOW?**

Attrition rates for classes taught through distance education are 10-20% higher than classes taught in a face-to-face setting. Educators should engage scholars early and often, using different learning strategies customized to the class content and the scholars' pre-existing knowledge. The goal for the HR teacher is to develop relationships with the scholars so they feel comfortable in the environment. The teacher should facilitate learner-learner integration and collaboration so that they will learn from one another and expand their knowledge base together.

**REMINDER FOR HOMEROOM TEACHERS--**

- 1) i-Ready- please ensure your scholars have completed the initial iReady diagnostic tests. We have extended the deadline to 10/14/17, but our goal is to have all scholars complete both assessments by Friday.
- 2) Learning Labs- don't forget to remind your scholars to attend Learning Labs! If a scholar absolutely cannot attend then live (because their schedule doesn't allow for it) remind them to watch the recording! However, have the conversation with families and state how important it is to attend them live to develop social skills and relationships with classmates and teachers.
- 3) Reinforce coursework deadlines- all scholars should be focusing on completing and submitting work on time.

**STAY TUNED...**

for more information next week!



## October's Theme--Haywire Scholars

WEEK SIX

**5 Tips and Tricks to Actually Get Your Scholars to Complete Work**

1. **Over Communicate:** post clear directions in courses, email, call, text, be in constant communication with LC's and scholars so your expectations for completing work is easily accessible. Never give your scholars the opportunity to use the excuse, "I didn't know it was due."
2. **Talk About Growth Mindset and Goal Setting:** our ultimate goal is to train scholars to be self-driven learners, so invest the time to have those conversations with scholars and families about growth mindset and help them create their goals for your class. Scholars will be more likely to meet their goals if they were a part of the goal setting.
3. **Offer Help Sessions:** offer additional help sessions for your classes at different times throughout the day. This makes help available for struggling scholars while also making it their responsibility to take advantage of this resource. If you're having trouble getting these struggling scholars to even show up to your Learning Labs, remind them via email, text, and give them a call. When they do eventually come, praise them for coming and hang back with them for a one on one session. The positive reinforcement will motivate them to make attending Learning Labs a regular occurrence.
4. **Empathize with Scholars:** sometimes scholars feel as though their teachers are out to get them to make their lives miserable by making them do work. Why not take the time to show them this is not the case? Express that you know you are asking them to do something difficult, and ask if they can try anyway. Reassure scholars that you are there to help during any rough patches, and ask how often they'd like you to check in on them (*and don't forget to check in- this will make them feel supported in your class*).
5. **Find Out Their "Why":** more times than not, there is a specific reason why a scholar is not completing work. Maybe they're having trouble getting started on an assignment and shut down when they get overwhelmed? Maybe they are distracted working at home and can't focus? Maybe they are having technical issues and need assistance with a loaner computer or a walk through of the system? Take the time to find out why a scholar is struggling and offer help getting past these roadblocks. Also, find out what they want to be when they grow up, and relate your course content to their aspirations so they understand why they need to be keeping up on school work to be successful in the real world.



## September's Theme--Scholar Absenteeism

Week Three: Why is attendance important for scholar success?

Chronic absence predicts lower third-grade reading proficiency, course failure and eventual dropout, it weakens our communities and our local economy

Chronic absence - missing 10 percent or more of school for any reason including excused and unexcused absences, or just two of three days a month - is a proven predictor of academic trouble and dropout rates

The impact of chronic absence hits low-income scholars and children of color particularly hard if they don't have the resources to make up for lost time in the classroom and are more likely to face systemic barriers to getting to school - such as unreliable transportation, lack of access to health care, unstable or unaffordable housing



\*Scholars can still fall behind if they miss just a day or two days every few weeks.  
 \*Being late to school (starting later than "normal") may lead to overall poor attendance.  
 \*Absences can affect the whole classroom (Learning Labs) if the teacher has to slow down learning to help scholars catch up/fill them in on the topic for the day.  
 \*Attending "school" regularly helps children feel better about school--and themselves.

**WHAT CAN YOU DO?**

- 1) HR Teachers can reach out more frequently to absent scholars to determine what barriers they face and what would help them complete work more regularly.
  - a) Provide suggestions for those barriers (see RTE interventions for more specifics)
- 2) Have LCs start building this habit in the early grades so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.
- 3) Tell LCs: don't let their child not complete work for the day unless he/she is truly sick. Remind them that the beauty of this program is that they are working from home! Even if a scholar is not feeling 100%, they can take breaks during the day and still complete assignments...on the couch if they have to...not ideal, but it works!
  - a) Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to complete work for the day...
    - i) Anxiety? Point them to our amazing counseling team!

**STAY TUNED...**

for more information next week!

**STAY TUNED...**

for more information next week!

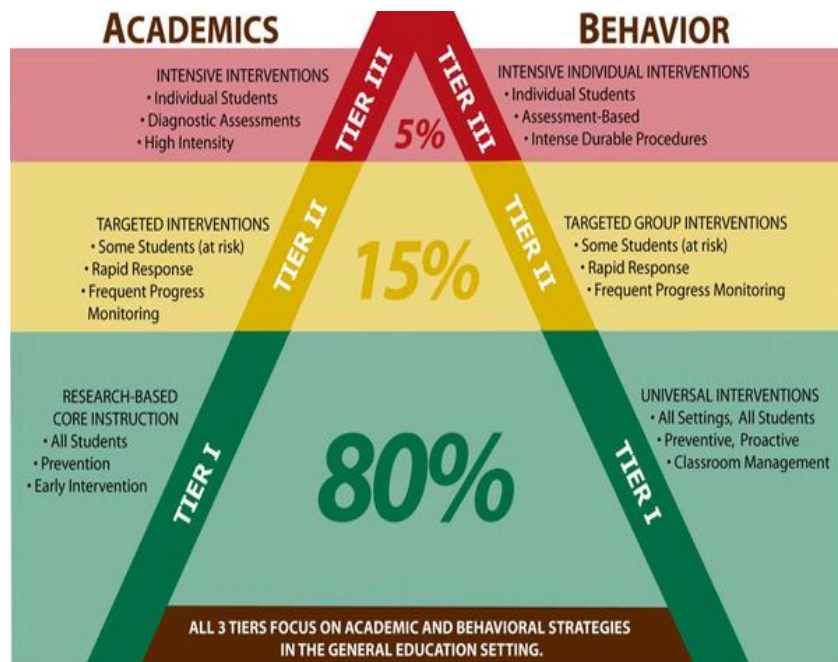
# Truancy Policy

## Quick Overview of Responsibilities:

- Truancy will be monitored on an ongoing basis and submitted weekly, no later than 12 pm on Monday, to reflect the previous weeks' assignments
- Week 1- [Warning Letter](#) **(K-5/homeroom teacher)**
- Week 2- [Invitation to Meet CEO Letter \(week 2 truancy\)](#) **(K-5/homeroom teacher)**
- SSC (Ashley and Kasey) tasks Miquel in SM
- Extension Award Letter **(issued by JJ)**
- Withdrawal Notification Letter **(issued by JJ)** which is part of cumulative file

# What is RTI?

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of scholars with learning and behavior needs.



- **Tier 1: High-Quality Classroom Instruction, Screening, and Group Interventions**
  - differentiated curriculum and instruction for all scholars
- **Tier 2: Targeted Interventions**
  - targeted interventions for scholars at-risk
- **Tier 3: Intensive Interventions and Comprehensive Evaluation**
  - planned/Intense interventions for scholars with intensive needs



# Indicators for Tier One (Flagged)

## **Behavioral**

- Scholars not completing iReady
- Scholars not logging in/completing work
- Scholars not responding to communication efforts
- Scholars not showing up to Learning Labs
- Scholars distracted/not participating during Learning Labs
- Scholars being disrespectful/inappropriate to CCS staff/peers
- Scholars contradicting the teacher rather than adding perspective to the discussion (aggression)

## **Academic**

- Scholars not passing with a 60% or above (average)
- Scholars scoring below proficiency on iReady
- Middle and high** scholars failing two or more courses
- Elementary** scholars receiving “I” on two or more subjects
- Scholars scoring below proficiency on additional assessments given



## Example of MS Tier 1 Spreadsheets

A	B	C	D	E	F	G	H	I	J
Scholar Name	Date	Learning Coach	HR Teacher	Phone	Email	iReady Math	iReady ELA	Intervention Notes	Subject
i-Ready Score 2 or More Levels Behind Grade									
i-Ready Score 1 Level Behind Grade									
Scholar on Grade Level									
Scholar Above Grade Level									
Scholar Did not Take i-Ready									
Withdrawn									
								asked for help with logging in, was given info, many follow up attempts to support, scholar still not logged in. 9/20 Wingate called, Blitzstein sent email	Homeroom
								Scholar seems to be struggling in Math, 9/7 Phone conversation with family (McGuire), 9/11 Phone conversation support for submitting work (McGuire), 9/18 EM sent IEP reminder with instruction on how to log in (Hodge), 9/18 Phone Call, No Show at IEP meeting, NA LVM (Hodge)	Math
						466		Scholar is having trouble logging in, but did not answer the phone when I called to help. 9/6 LVM (McGuire), 9/7 TTP Welcome (McGuire), 9/11 TTP Note in SIS (McGuire), 9/25 TTP Support offered again due to lack of progress and low log in times (McGuire), 9/27 TTP Missing Subject Activity log (McGuire)	Homeroom
						481	669	Scholar is speeding through courses and not properly completing discussion questions in all classes. All GE teachers and Sped Case Manager has reached out to this family to try to get Scholar to slow down and go back to redo the discussions. Sped Case Manager even offered to do the discussions with him to help.	
						459	548	Scholar is still doing the same behavior	All Class
						513	699	has not started his classes that he hasn't, however, I wanted to make sure that it was noted that he has not started and did not attend LL for ELA	All Class



# Questions?





# Coversheet

## Review and Discussion of Committee Charge

<b>Section:</b>	VII. NEW BUSINESS
<b>Item:</b>	A. Review and Discussion of Committee Charge
<b>Purpose:</b>	Discuss
<b>Submitted by:</b>	J.J. Lewis
<b>Related Material:</b>	Academic Affairs Committee.doc



## **Academic Affairs Committee Board of Directors**

### **Purpose**

The Academic Affairs Committee is responsible for reviewing academic issues, programs, and policies at Compass Charter Schools to ensure that they are consistent with its Mission, Vision, Values, and Strategic Plan.

### **Structure and Operations**

**Members:** The Committee shall be comprised of three (3) members; two (2) members of the Board and one (1) member of the Senior Management Team. The members of the Committee shall be appointed annually by the Board upon the recommendation of the Governance Committee.

**Chair:** The Chairperson of the Committee shall be appointed by the Board upon the recommendation of the Governance Committee.

**Appointment and Removal:** The members of the Committee may be removed or replaced, and any vacancies on the Committee shall be filled by the Board upon the recommendation of the Governance Committee.

### **Meetings**

The Academic Affairs Committee shall meet at least four (4) times annually, or more frequently as circumstance dictate. Any director of the Board who is not a member of the Academic Affairs Committee may attend meetings; provided, however, that any director who is not a member may not vote on any matter coming before the Academic Affairs Committee for a vote. The Academic Affairs Committee also may invite to its meetings any director of the Board and such other persons as it deems appropriate in order to carry out its responsibilities. The Academic Affairs Committee may meet in executive session as necessary or appropriate.

## **Responsibilities**

- i. Assist in setting academic strategies
- ii. Ensure that all board members understand the key charter promises made to the community and authorizers.
- iii. Ensure that resources are allocated appropriately to support and sustain academic programs.
- iv. Ensure that the school's academic programs are appropriate for its scholars, and that scholars are well served by the school.
- v. Report to the Board of Directors and keep Board Members apprised of academic issues and the academic effectiveness of the school.

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## **Management Staff –**

- Erin Smith, Online Learning Manager
- Kristy Smith, Options Learning Manager
- Debra Stephan, Counseling Services Manager

# Coversheet

## Review and Discussion of 9th Grade Math Placement Policy Check-Up

<b>Section:</b>	VII. NEW BUSINESS
<b>Item:</b>	B. Review and Discussion of 9th Grade Math Placement Policy Check-Up
<b>Purpose:</b>	FYI
<b>Submitted by:</b>	Debra Stephan
<b>Related Material:</b>	2017-2018 Math Placement Policy Review - October.pdf



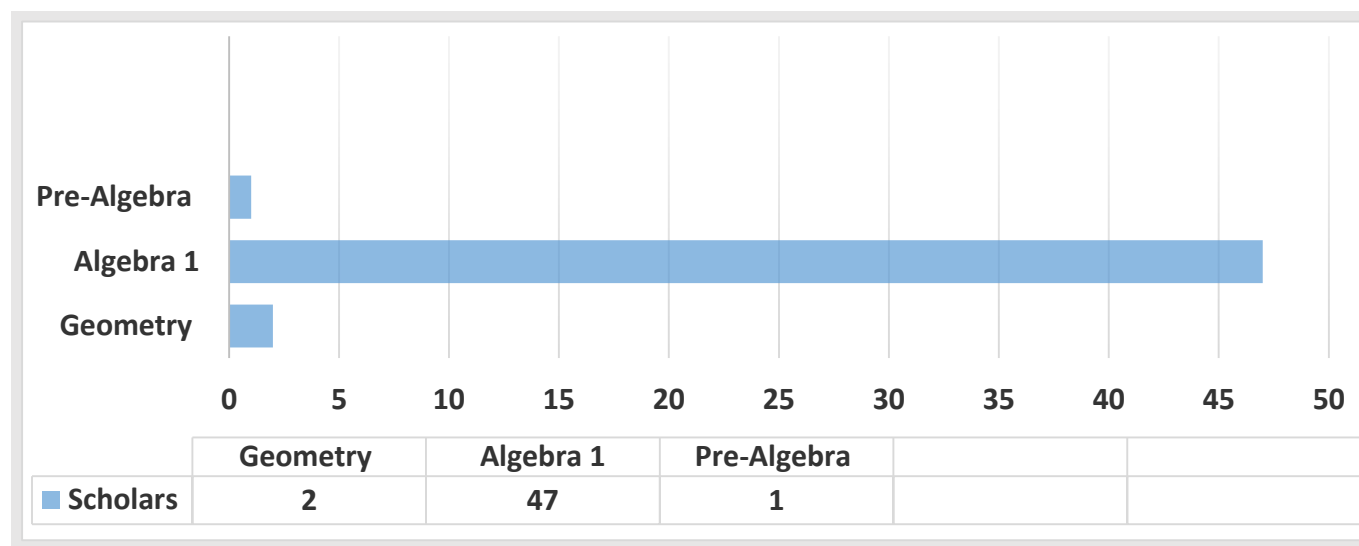
To: J.J. Lewis, President & CEO  
 From: Debra Stephan, Counseling Services Manager  
 Date: October 13, 2017  
 RE: High School 9<sup>th</sup> Grade Math Placement

The Counseling Services Department performed a 30-day checkpoint for our 9<sup>th</sup> grade scholars per our 9<sup>th</sup> Grade Math Placement Policy, based on the following indicators:

- I-Ready math diagnostic test
- Course progress/performance evaluation
- Response to Intervention

Due to lack of course level change options, counselors made no scholar schedule changes. Scholar support is being provided by content teachers and enrollment in the AVID elective.

#### Course Placement of Scholars Across Math Course Content – 50 Scholars



#### Action Requested:

None. Informational only.