

Agenda for the Open Classroom Steering Committee

6:30pm in the Open Classroom Library

Expected Attendees **Absent**

Role	Name	Grade	Rep (Teacher)	Grade	Rep (Teacher)
Co-Chair (2020)	Mindy Lokey	K	Luke Loutensock (Jamie)	4/5	Maggie Egan (Hilary)
Co-Chair (2021)	Ben Demoux	K	Aliska Julian (Kristin)	4/5	Virginia Ward (O'Lynn)
Vice Chair (2021)	Jen Ogzewalla	1/2	Jennifer Dean (Tina B)	6/7/8	Jen Higbee (Julian)
Vice Chair (2019)	Christy Porucznik	1/2	Lee Rogers (Amanda)	6/7/8	Tara Thomson (Lena)
Secretary (2021)	Glenn D'Costa	1/2	Chelsie Henderson (James)	6/7/8	Stacey Jenkins (Denny Jo)
Treasurer (2020)	Katherine Sharp	1/2	Marian Wilson (Shelten)	6/7/8	Benjamin Maughan (Chantelle)
Principal	Christine Marriott	3/4	Michelle Hernandez (Mia)	Teacher Rep -- Little	James
		3/4	Danielle Lindner (Amber)	Teacher Rep – Middle	Hilary
		3/4	Laurie Shepard (Tina M)	Teacher Rep -- Upper	Lena

Additional Attendees

Steering Reps – please sit at the table with your name card. This will make it easier for voting. Community attendees are welcome at the table and at any other seats.

A. Information Items

1. Introductions – For this meeting, we will do brief introductions. Just your name and kid(s).
2. Calendar Items – At each meeting, there will be an opportunity to share upcoming events and calendar items with the community. Reps should then share this information with their classes.

Mindy read a book authored by Carol, one of the OC's co-founders. She emphasized on the importance of having a dialogue in the community. Engaging in a healthy dialogue is the key to solving problems in the OC community

Date	Event	Comments
03/22 09:15 – 11:30 AM 12:30 – 02:30 PM	Immigration action museum	This is an ancestor based project done by students with assistance from SpyHop

Date	Event	Comments
03/16	St. Patrick Day Parade	
03/18 – 03/22	Teacher appreciation week	
03/25 – 03/29	No School	Spring Break
04/12	Wax Museum	This will be held in the afternoon in the school
04/15	State and District testing will begin	This is for all students from K – 8 and will go on until May. There are more computers this year, so scheduling this event will be easier compared to last year
04/26	No school	
05/10	Art Stroll + Short Day	
05/24	Emergency make-up day	This is due to the snow day we had earlier this year
05/27	No school	
05/31	Graduation Day	
06/05	Last day of school + Short Day	

4. Acknowledgments – At each meeting we take time to make public acknowledgements of successes and exceptional people and efforts within the community.

Given By	Given To	Comment
Lena Foster	Chris W Denny Jo	
Lena Foster	Matt Mateus, Program Director at Spy Hop	Thank you for hosting close to 85 Upper kids and spending about 6 hours per kid
Lena Foster	Lindsey V	Thank you for working with the upper kids, especially with college prep work and problem-solving skills
Lena Foster	Liz M Tara Fournier	

Given By	Given To	Comment
Lena Foster	Seth (Para)	Thank you for all your support. The kids love you
Kat Sharp	Parents and Teachers	Thank you for all who helped with the Emergency Preparedness seminar and the Community Café
Jen O	Middle Teachers	Thank you for the awesome film festival trips
Ben M	Parents and Teachers	Thank you for organizing the visit to the Natural History Museum. Ben M's daughter had a great time
Christine M	Barb Zimmer	Thank you, Barb, for all you do. Barb will be retiring at the end of the current school year
Mindy L	To whoever caught the missing attachment	Thank you for letting Mindy know about the missing attachment
Christy P	Tara Thomson	Thank you for volunteering to be on the adhoc committee to find the next co-chair
Christy P	Lena Foster	Thank you for keeping the social media accounts for the OC alive
Ben D	Julie Bartel	Thank you for putting all your heart in the job

5. PFOE Budget Report – Treasurer

- a. The OC needs donations
- b. The best way to donate is through the link on the website (<http://ocslc.org>)
- c. You can also donate using the iPad in the school office
- d. Classroom Reps please share this information with your classes
- e. We are about \$5000 in the green, but that will be utilized in the coming weeks

6. Enrollment and Budget Update – Christine

- a. Enrollment
 - i. Lottery results are looking good for kindergarten
 - ii. There are 48 seats and 52 students have accepted placements
 - iii. 15 students want ½ day K and 37 students want full day K
 - iv. We are expecting a certain percentage of attrition
 - v. The Publicity committee did a great job
- b. Budget draft for 2019-2020
 - i. Christine shared the information in the screenshot below which is affecting the funding to charter schools. Please read it and extend your support by signing the petition at <https://campaignprogram.com/our-charter-families/>

Dear Friends,
 Last Friday UAPCS encouraged you to share with your charter school families and community information about a new organization, [Our Charter Families](#) (OCF). Because of UAPCS' tax status with the IRS, we can't engage in the same kind of grassroots advocacy that Our Charter Families can.
 Since then it has become even more URGENT that charter schools and charter families sign OCF's online petition. Many of you have already shared this opportunity to stand for equity with your charter school community, and hundreds of families have signed the OCF petition. The time to act is NOW.
 With the end of the General Session less than 3 days away, House and Senate leadership are frantically negotiating the state's public education budget. Senators have heard our pleas for equitable funding, and included in [their proposed budget](#) (see lines 503 – 515) \$4 million to help close the 2-year gap in charter school funding. The House's "skinny" budget does not attempt to close the 2-year gap.
 OCF needs the thousands of charter families, teachers, board members, et cetera to unite their voices. Please take a moment today to encourage your charter school community to stand for equity funding for charter schools. Now is the time for charter school families to sign the OCF petition. Please share this opportunity far and wide. (I've inserted a sample email you might send your charter school community.)
 Best,
 Royce Van Tassell
 Executive Director
 UAPCS
 801.836.7028

Dear _____ Academy community,
 As the 2019 General Session winds down, the Legislature is debating its budget. One of the big debates between the House and the Senate is whether to start to close the 2-year gap in charter school funding. One key charter school funding formula relies on 2-year old data, while school districts use current year data. While the Senate's proposed budget funds \$4 million to begin closing that 2-year gap, the House's proposed budget does not. Obviously, we support the Senate's proposed budget.
 To help the Legislature understand how many people support equitable charter school funding, a new organization, Our Charter Families, is collecting signatures on an online petition. We hope you will sign the OCF petition, and make your voice heard.

7. Nominating committee --

- a. We need to find a co-chair for next year. The best way to do this is to form an ad hoc nominating committee to comb the community for nominations. We will share nominations at the next meeting.

- i. The following parents have volunteered to be a part of the adhoc committee and help scout a new co-chair

- Aliska Julian | aliskajulian@gmail.com
 - Tara Thomson | tarathomson@yahoo.com
 - Jen Higbee | rigkidschoolmail@gmail.com
 - Lee Rogers | unambiguouslee@gmail.com

8. Web Committee Updates

- A. After the last steering meeting, Publicity reached out to the Web Committee to explore the option of working together. A meeting between the two committees has to be scheduled
- B. The Web Committee is exploring options to provide bulk sms to the OC community. The first preference would be some interface on the website. If that is not practical, then they would recommend a few messaging services

Statistic	Jan	Feb
Number of visits	1,766	2,749
Visits redirected from search engines	345 (approx 19.5%). Top 3 search engine who redirected to our site were Google, Facebook &	534

Statistic	Jan	Feb
	Bing	
Top 3 web pages	Lunch Menu Admissions Online Application Form	Lunch Menu Admissions Calendar
Top 3 search items	Open Classroom Menu Bell	Publicity Tax Document Lost and Found
Devices	66% desktop 34% mobile	51% desktop 49% mobile

9. Community Concerns :

- a. Lena has uploaded the safety presentation on YouTube <https://youtu.be/fXFI-cf1kzc>

B. Discussion Items

1. Cash box - Kat - see attached proposal in the pages below
2. Coordination committee - Mindy - see attached proposal in the pages below

C. Decision Items

1. **Kindergarten proposal** -- This was a discussion item last month. We need to finalize discussion and consider a vote based on class feedback.
Tara Thomson made a motion to vote
Lena Foster seconded the motion
All Steering members voted Aye

2. **Approval of Minutes** – We need to approve the minutes from the last meeting. There were a few corrections suggested by the following members. Steering reps need to have a look at these changes and come prepared at the April Steering meeting to vote on the Feb minutes

Original Text in the minutes

3. Publicity Committee discussion - Carrie Spruance
- a. The goal of the publicity committee is to increase enrollment at the OC
 - b. This is only possible if the parent and teachers help the publicity committee members
 - c. There has been a decreased involvement from parents and teachers which is having a negative impact on the publicity committee
 - d. [Updated 03/07/2019] List of teachers who have been present at the 3 PPINs held this school year
 - i. 11/08/2018 – Julian, Ro and Jamie
 - ii. 01/14/2019 – Rochelle, O'Lynn and Kirsten
 - iii. 02/05/2019 – Lindsay, Penny and Rochelle
 - e. There have been some communication issue between the publicity committee and the teachers with respect to dates for the PPINs
 - f. This can be resolved if these dates are published in advance and everyone is notified through email
 - g. There is a concern that most of the publicity committee work is being done by few members and not everyone is contributing. This could result in less publicity / advertising for the OC and could affect enrollment numbers.

Requested Changes – Part 1

- i. Point e) must be replaced with the following text:

The request to submit dates to SIC was never communicated to Chairs. No approval process was required last year, or this fall. When questions arose about the February Parent Info Night date, the Publicity Chair confirmed the date with the Principal (in October), and resubmitted the date to Steering. It was still not included in the calendar. The Publicity Chair selected dates for next year's Parent Info Nights and submitted those to SIC (through Christine) and the Steering Chair, on 24 Jan 2019, 1:39pm, to prevent this issue arising next year.

- ii. Point g) must be replaced with the following text:

There is a concern that Publicity has had half the requested members assigned for the second year in a row. This puts an undue burden on the Publicity Committee members who were assigned. Most of the assigned members have been active participants, and some have exceeded the 20hr/year commitment. This creates a dilemma for the Chair, because there is risk of driving away committee members who are overburdened, especially in contrast to the minimal participation for many of the other committees. (Example, the Philosophy Chair reported tonight that only 4 people have attended Philosophy meetings all year). Chair has spent 100+ committee hours each year (2017-18 & 2018-19) and this is unsustainable.

iii. The following text must be added to the minutes:

Please add a note that the Publicity Committee Report was prematurely terminated.

Requested Changes – Part 2

We are requesting 3c, 3e, and 3g be removed. 3g is a general statement and it publicly shames committee members which includes a teacher.

Next meetings:

April 9, 2019

May 14, 2019

June 4, 2019 (if necessary)

Proposal for PFOE Cash Box and Cash on Hand

From: Katherine Sharp Email: treasury@ocslc.org

Purpose:

I am proposing the purchase of a lockable cash box (similar to the below picture) and the allowance for cash on hand. I believe that having a small amount of cash on hand will help expedite some of the smaller reimbursements from parents and teachers. As well as cut down trips made by the treasurer to the bank. This will also serve as a cash reserve for fundraising events (such as the Art Stroll) eliminating the need for cash to be fronted by a committee member. I request that no more than \$200 cash to be kept in box – anything over that will be deposited to SLEF. A detailed log of transactions to be kept. This box is to be kept in the main office.



SentrySafe CB-12 Cash Box with Money Tray and Key Lock, 0.21 Cubic Feet, Black

by SentrySafe
★★★★★ 1,285 customer reviews
| 130 answered questions

Amazon's Choice for "cash box"

List Price: \$20.50
Price: \$17.98 ✓prime
You Save: \$2.52 (11%)

Get \$70 off instantly: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card.

FREE Delivery by **Wednesday**
if you order within 1 hr 27 mins. Details
In Stock.

Arrives before Christmas.
Ships from and sold by Amazon.com. Gift-wrap available.

Size: **0.21 cu Feet**

Proposal

From: Mindy Lokey Email: steeringchair@ocslc.org

Purpose: Coordination committee duties & responsibilities are folded in to the responsibilities of Steering Exec. The teacher representative on Exec will also be the coordination representative.

From the Charter:

The Steering Executive Committee's main responsibilities are: to serve as the Open Classroom's central point of coordination, communication, and school operations; to identify and work, with others as appropriate, to address the needs of the school as a whole; and to oversee the functions of committees towards meeting those needs.

Exec must (according to the charter) have a minimum of One Chair, one Co-chair, at least two Vice-chairs, and the Head Teacher. Later in the Charter it says: The Steering Executive Committee consists of a Chair, a co-chair, at least two vice chairs, a treasurer, and a secretary.

Exec chair, secretary, and treasurer have ongoing and specific duties. Thus a minimum of 3 members could conceivably share the responsibility of coordinating, communicating and managing committees.

Date of 1 st discussion at SIC	Date of 2 nd discussion at SIC	Recommendations from teams at SIC	Littles	Middles	Uppers	Classified
Feb. 2019		Yes				

Date of 1 st discussion at Exec	Date of 2 nd discussion at Exec	Recommendation from Exec	Date of 1 st discussion at Steering	Date of 2 nd discussion at Steering	Outcome of Vote	Amendments?
2/09/19		Yes				