

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	Joe Gibbs (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	Marianne Wilson (Shelten)	6/7/8	Benjamin Maughan (Chantelle)
Principal	Christine Marriott	3/4	Michelle Hernandez (Mia)	Teacher Rep -- Little	Kirsten
		3/4	Danielle Lindner (Amber)	Teacher Rep -- Middle	O'Lynn
		3/4	Laurie Shepard (Tina M)	Teacher Rep -- Upper	Chantelle

**Additional Attendees**

Melaney Farr (Philosophy committee chair), Tim Kryselmire (Nominee for Co-chair), Savannah (OC Student) , Denny Jo (Uppers Teacher)

**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. Open Classroom T-shirt sale:
  - Savannah, an Upper Student presented the T-Shirt design
  - The T-shirt has the winter solstice them bearing “hear comes the sun” on the front
  - There are plans to add the OC logo and/or name to the T-shirt
  - They will be sold at the Art Stroll
  - All profits will be donated towards PFOE
3. Philosophy survey presentation:
  - Melaney Farr will presented the findings from the Philosophy survey

4. 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.

Date	Event	Comments
04/25 – 05/23	Library Art Exhibit	Golden Spike travelling exhibit
04/26	Non-Student day	
04/30	Day of the book	
05/03	Last day to submit anything for the art stroll	This includes submission of baskets. The idea is to collect these baskets early so that we can post pictures online. This will help parents decide what they want to buy in advance
05/10	Art Stroll	This is a short day
05/13 – 05/17	8 <sup>th</sup> grade presentations	This will be in the gym
05/17	Last day to check out library books	
05/24	Make-up day	This is a short day because the snow day was a short day
05/27	Memorial Day	No School
05/31	Graduation Day	This will be in the gym
06/05	Last day of school	This will be a 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
Karen (Librarian)	Library Committee	<i>"I am so grateful for the passionate and supportive Library Committee and the fantastic group of students who are learning to shelve and process books! Every year we are amazed at how much we can do because we have friends who give their time, labor and ideas to our school library program. Students see their parents and peer volunteering and learn that reading is highly valued by this community"</i>
Christine M	Paraprofessionals	Thank you for being so critical in supporting instruction throughout the day, supervising recess and lunch and being another caring adult for kids

Given By	Given To	Comment
Mindy L	Savannah	Thank you for doing the T-shirt presentation
Mindy L	Denny Jo	Thank you for supporting Savy for the T-shirt initiative
Mindy L	Melaney F	Thank you for sharing the Philosophy Survey results
Ben D	Aliksa, Lee, Jen H and Tara T	Thank you for taking on the activities of the adhoc committee to find suitable candidates for the vacant Steering Exec position
Luke L	Ester & Publicity	Thank you for helping with the St. Patrick's Day parade
Virginia W	Lena F a& Julian	Thank you for being excellent teachers to the Uppers
SLC School District Superintendent	Uppers Teachers	Thank you for being open to collaboration and receiving feedback & for being modelling adults
Christine M	Publicity, Teachers, Lindsey	Thank you for all the publicity and taking the effort in going to school and advertising for the OC. This has reflected in our enrollment numbers
Steering	Trista E	Thank you for creating the yearbook with all the submissions

5. PFOE Budget Report – Kat  
Please see the attached document
  
6. Enrollment and Budget Update – Christine  
The enrollment proposal is attached to the email. Reps please share this with your classes. There will be a vote in the May steering meeting to approve the proposal. If there are any concerns or suggestion they can be emailed to Christine.
  
7. The yearbook is requesting photos from all committee chairs. Hopefully there is still time to get them in to Trista Emmer: [starsandjars@gmail.com](mailto:starsandjars@gmail.com)  
  
Reps please ask the committee chairs in your classes to send in any pictures
  
8. Classroom change -- For 2019-2020, Lena's room will move to the music room upstairs (which is moving downstairs) and her old room will become part of Learning Support

9. Cafeteria feedback - the cafeteria is requesting feedback. The number of students purchasing lunch has decreased as well as the number of free & reduced lunch recipients. We would like to know how we might be able to increase the number of kids getting lunch at the OC. Parents should have received a comment form at parent meetings last month. Please turn those in to your teacher or email feedback to [andrea.winbauer@slcschools.org](mailto:andrea.winbauer@slcschools.org) (please cc Christine at [Christine.Marriott@slcschools.org](mailto:Christine.Marriott@slcschools.org))
10. Nominating committee update -- Aliska Julian, Tara Thomson, Jen Higbee, and Lee Rogers

The following people have been nominated for the vacant steering position

- 1) Lee Rogers (as of 04/09, Lee has decided to remove his nomination)
- 2) Glenn D'Costa (as of 04/09, Glenn has decided to remove his nomination)
- 3) Lena Foster (as of 04/09, Lena has decided to remove his nomination)
- 4) Lauren Carle
- 5) Tim Krysemire
- 6) Jen Ogzewalla
- 7) Sarah Wilmot

The nominated candidates will have to come to the May steering meeting to speak about themselves and make their case. Reps can share these names with their respective classes and take their opinions

11. Community Concerns

Marianne Wilson will go ahead and try to get the Junior Achievement Program in her class at the OC

**B. Discussion Items**

**C. Decision Items - Proposals at end of agenda**

**1. Cash box proposal –**

Motion to Vote: Ben D

Second: Jennifer H

**2. Coordination committee proposal --** Coordination committee duties & responsibilities are folded in to the responsibilities of Steering Exec. The teacher representative on Exec will also be the coordination representative.

Motion to vote: Ben D

Second: Tara T

**3. Approval of Minutes –** We need to approve the minutes from the February and March meetings. Please see minutes from February & March for reference.

Motion to approve March minutes vote: Ben D

Second: Ben M

Motion to approve minutes with the proposed changes: Ben D

8) Second: Ben M (as of 04/09, Glenn has decided to remove his nomination)

February Minutes text with proposed changes integrated:

1. Publicity Committee discussion - Carrie Spruance
  1. The goal of the publicity committee is to increase enrollment at the OC
  2. This is only possible if the parents and teachers help the publicity committee members
  3. List of teachers who have been present at the 3 PPINs held this school year
    1. 11/08/2018 – Julian, Ro and Jamie
    2. 01/14/2019 – Rochelle, O'Lynn and Kirsten
    3. 02/05/2019 – Lindsay, Penny and Rochelle
  4. There have been some communication issues with respect to dates for the PPINs
  5. This can be resolved if these dates are published in advance and everyone is notified through email
  6. The Publicity Committee has been filled at half its requested capacity for the last two years, which has put an undue burden on the committee as a whole. This is unsustainable.
  7. The Publicity Committee report was prematurely terminated.

*Before adjourning each meeting we will ask Representatives if they have any other items*

**Next meetings:**

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 <sup>st</sup> discussion at SIC	Date of 2 <sup>nd</sup> discussion at SIC	Recommendations from teams at SIC	Littles	Middles	Uppers	Classified
Feb. 2019		Yes				

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