

Agenda for the Open Classroom Steering Committee

February 13, 2018 at 6:30pm in the Open Classroom Library

Expected Attendees

Role	Name	grade	Rep (Teacher)	grade	Rep (Teacher)
Co-Chair (presiding)	Christy Porucznik	K	Marshall Emsley (Jamie)	4/5	Cheryl Strong-McDonald (Hilary)
Co-Chair	Mindy Dummer	K	Kenzie Ariotti (Kristin)	4/5	Virginia Ward (O'Lynn)
Exec	Mark Milligan	1/2	Cicely Stewart - Joanna Leak as proxy (Tina B)	4/5	Brandon Guymon (Pam)
Secretary	Dusty Askin	1/2	Jethro Jones (Amanda) Marshall Emsley as proxy	6/7/8	Tara Thomson (Julian)
Principal	Christine Marriott	1/2	Katherine Sharp (James)	6/7/8	Chris Weigel (Lena)
Teacher Rep – Little	Amanda	1/2	Colby Fajardo (Shelten)	6/7/8	Ben Maughan (Denny Jo)
Teacher Rep – Middle	Amber	3/4	Jeffrey Hale (Mia) Brent Matheson as proxy	6/7/8	Piper West (Chantelle)
Teacher Rep - Upper	Denny	3/4	Heather Brierley (Amber)		
		3/4	Ben DeMoux (Tina M)		

Also attending: Po Hansen (student), Becky Pittam (SLCSD), Brittany Hale (Mia), Caitlin Stevenson (pre-k)

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

Information Items

Introductions – For this meeting, we will do brief introductions. Just your name and kid(s).

Newsletter Request items for the newsletter should be sent to: openclassroomnews@gmail.com

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.

Lottery for enrollment next year will happen Feb 20 – encourage people to apply by Feb 16 to be included in the lottery. Notifications will go out approximately March 6.

Community Connections is planning a soup-dinner-and-a-movie night (school-wide potluck), looking at first week of March. The dates need to be approved by SIC.

Community Connections is leading the effort for the St Patrick's Day parade. Contact Esther for more information. estherlovestars@yahoo.com

Community Connections is planning a neighborhood clean up day for Earth Day, April 20, after school. Watch for more details pending approval for this activity.

Friday and Monday (Feb 16, 19) are days off school. As is March 2nd.

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

Thank you to the Proxies who came tonight for helping to ensure coverage for the meeting.

Lena and the upper grade teachers for putting together a fantastic Exploratorium.

Jazairra for all she does at school and all her help in the Office (from Barb)

Emailed ahead of time from Carrie Spruance:

- 1) Thank you to Lena, Mia, Kristin, Mindy, and Po for their participation on our Parent Info Night panel. Their voices are a valuable contribution in explaining and promoting our school.
- 2) thank you to James Estrada (publicity) for using his contacts to get us in touch with X96. Thank you to Christine Marriott, Po, Nani and Tate, for helping to create our radio ad.
- 3) thank you to my Publicity team for their efforts this year, and at our Parent Info Night last night.

Heber for all he does overnight to keep our rooms looking amazing.

Heber for teaching the cross-stitch explores to the uppers.

Sarah for teaching the hula hooping explores to the uppers.

Student Council for doing a diligent job of collecting input from the classes and being proud of what they're doing.

Publicity Report (Calendar items/enrollment update) (emailed from Carrie Spruance):

Open enrollment applications are due Friday, February 16. After Barb runs the lottery, and we start to get confirmation, we will assess how many spots we have left to fill. If necessary, we will hold additional Prospective Parent Information Nights in May (for families who didn't realize open enrollment happens this early), and the week before school starts in August (to catch the families who still aren't sure where to enroll).

PPIN attendance:

November: 10 families; January: 21 families; February: 19 families

AM Tours (Nov-Feb): 23 families

Total: 73 families (many with multiple kids)

I have been tracking referral data. Our PPIN attendance doubled after we started our radio and flyer campaign, however the majority of our attendees listed personal contacts (friends, family, or neighbors) as their main referral source. We should ask the OC community to do a major outreach effort prior to the application deadline.

Tim Phillips will be holding another 9am school tour this Thursday (Feb 15). Families can still apply for the lottery prior to attending a tour. Additional tours will be held on the following Thursdays at 9am:

Feb 15; March 1; March 15; March 22; April 5; April 19

Tours are required before enrollment to avoid post-enrollment attrition.

PFOE Budget Report – (see attachments)

Not much change from the previous month. We are almost \$18,000 in the positive (for spending vs raising). We've raised about \$21k of the \$36k target.

There was some question about the Gala because it is listed on the budget as an expected income generator, but there isn't anyone officially planning it at the moment. This will be checked.

Enrollment Update – We are at 345 at the moment. We have spots in K, 1 (only 1), 2, 5, and 6. We are planning to close current year enrollment at spring break.

We have over 50 Kinder applications for next year, and 50 more distributed among the other grades. It is unclear how this will result in overall enrollment. More after acceptance letters.

School Land Trust – we need to submit our annual School Land Trust Plan to the district by March 23. We are looking for volunteers to serve on this sub-committee to generate the plan for approval by Steering at our next meeting in March.

This year's process has a new name, process, and timeline. The process starts with the EEP - equity and excellence plan. Need to identify 3-year targets in four categories. The team pulled the themes from the prior 5-year school plan. It will now move to input from the teachers and the volunteers noted above. Approvals are expected from the district in April. Becky Pittam (in attendance) is our contact at the district. Becky's interpretation of the priorities is to think, "If we were to take someone on a tour of our school in three years, what do we want to be showing off and mentioning as improvements?"

The next step after that is to determine how to spend the money to reach those goals -- in August. This will be after we've received this year's scores, facilitating setting goals for next year.

Volunteers for the EEP committee -- please email Christine or Christy -- Suggest that reps ask their classes if anyone wants to volunteer in the next few days. Expected time commitments are two meetings with all/some teachers either right before school or right after, and probably some follow-up emails. Looking for 4-8 volunteers.

Student Council update:

Student Council has been meeting since December with Upper Grades and is now incorporating middle classes in January.

They have taken the lead on Random Acts of Kindness Week and are practicing communicating with their buddy classes. For the lower grades, rather than electing a rep, they are being paired with an upper class to convey the information.

Items they are working on currently: creating comment boxes for all students to communicate with the council; addressing the silverware issue with boycotts and soon a peaceful protest demonstration; concerns with the drainage issue for the grass; and overall listening to what their classes need/want/concern.

We meet normally on Wednesday at 9:30 -10 AM.

Here is the chart of who buddies with whom

Lena *Connor *Elizabeth	Denny *Dakota *Zoey	Julian *Nani *Evco	Chantelle *Parker *Lucy
Amber's * *	Tina M. *Ethan *Evie *Scarlet *Jillian O'Lynn *Payton *Mykenzi *Isabella	Mia * * Hillary *Niki *Juju	Pam * *
Shelly/Kirsten Kirsten	Tina B.	Amanda Pre-K	James Jamie

Community Concerns

?? - What if anything is happening post-co-op discussions the last few months?

There is a meeting tomorrow (2/14) between SIC and Steering Exec to create a directed discussion for the Steering discussion next month. It is not too late to solicit comments/concerns from your classes, as this is an ongoing discussion. There are also some reps going to the only other school in the district (Hawthorne) who still co-op to research what is working best for them. This discussion will most likely be addressed at the April steering meeting to allow another round of parent meetings.

Brief explanation for new reps and proxies - There has been an ongoing discussion of co-oping and how it fits into our overall school philosophy 40+ years after our founding. There is not necessarily a need to change this, but we are acknowledging that the world is different than it was and our collection

of families is different than it was in the past. What works? What could change? How does this work with committee time? Do we hold fast or change our hours/commitments/expectations? Do we accept more flexible arrangements to encourage getting 100% participation?

?? - Art Trailer - who would be responsible for maintaining and cleaning? Who would be the responsible party?

?? - Cafeteria Committee - Was there any action following the presentation?

No update on the parent committee. Staffing is ongoing. There is still a need for volunteers. They should contact Penny as the teacher rep.

?? - Have we reached out to afternoon co-ops about coming in earlier?

That is actually an expectation of afternoon co-ops - to come in time to help on either the playground or the lunch. It is expected that morning co-ops are getting the kids to the lunch room and settled.

Decision Items

Approval of Minutes – We need to approve the minutes from the last meeting.

Motion to approve the minutes - Tara

Second - Ben

Passed

Discussion Items

Fundraising committee has ideas for a couple more fundraisers. Let's talk about how we'd like to see that happen. Art Stroll and Love Utah, Give Utah (state sponsored and advertised giving event) are both coming up, and they are quite successful. Is there support from the community for another biggish fundraiser?

Comment - Note that if we match history on the two listed above, we will meet our goal for the year.

Pushing for another fundraiser might put too much stress on our giving.

Comment - The current timing of the fundraisers is good, and nicely spread out.

?? - What kind of fundraisers are we looking at? -- first thought Read-a-thon, similar to walkathon, in school and bring your little siblings and grandparents

There is an additional fundraiser coming up as an 8th grader project (working to develop a professionally designed school logo and have t-shirt sales).

We could back-burner this for a future year when we're not doing as well in hitting our targets.

Professional fundraiser comment - we never follow through on an idea the year we come up with it, we give ourselves a year to think it through and not rush it.

At this point in the year, we're looking at testing and end of year. This is stressful to the teachers.

?? - Are there rules and boundaries to the fundraising activities we can have? -- No gambling, no alcohol. But check in with the fundraising committee for details and alignment with other activities. There are certain rules around student-involved (like walk-a-thon) fundraisers.

DIP Jar - card reader that can sit on the office counter. Anyone coming into the office could simply insert their debit/credit card to quickly donate. There is a significant upfront cost (\$400 plus \$99 yearly and service charges).

This triggered some discussion with the budget committee, where it turns out that the Square service we're already using for our large fundraisers offer similar services with similarly priced tools. This offers a viable alternative with a lower service charge.

?? - Where would the money come from for setup? - PFOE

If this is going to become a decision item before Art Stroll, we'll need to do that next meeting. Ben would like to see this happen, so is motioning to get it on the agenda.

?? - Have we looked into other services beyond Square? - That is one that the district has a contract with. There might be other schools using Paypal. Christine will look into the other options available to us.

DIP jar would be set amount, but Square offers flexibility for other tasks like Art Stroll.

It would be good to come up with a simple justification for use case scenarios and return on investment for the cost of upgrading our Square dock. If we want to seriously consider the DIP jar, we should look at data for the devices indicating effectiveness.

Foot traffic in the office might justify a quick insert method. And it could go off campus to an avenues street fair, etc.

If anyone has an old iPad, donate!

How would we as a community like to acknowledge the effort of our members? Let's talk about whom to recognize (chairs etc.) and how.

We don't have an active recognition method outside of our steering notes.

Littles have a co-oper thank you spa at the end of the year. It would be good to have a more active effort for committee chairs.

Teachers traditionally acknowledge the co-op and community support reps with small gifts.

Public acknowledgement goes very far -- in the OC News, or on a bulletin board (didn't Carolyn start something like that years ago?) A bulletin board with committee chair pictures, contact info, and committee descriptions.

How many people are we looking at here? - There's 3 reps per class, but there's 12 committee chairs.

Could this be a standalone event? Or should it combine with another event, like parent meeting or art stroll? Tote bags? Reserved parking spot for chair of the month? A complimentary yearbook or a page in the yearbook? Volunteer made cookies delivered by hand to last committee meeting? Web page?

We've had mini-potlucks for the last steering of the year in the past (where they could be invited), and Carolyn would bring a bowl of M&Ms.

The following two discussions (preschool and kindergarten) will be decision items in March – for Steering to make a recommendation to administration.

There has been a proposal to the current hourly pre-k position to a contract position. Let's discuss.

(see attachment of proposal)

Consider Pre-K instructor position moving from hourly to a contract position. Currently (2) hourly positions with no benefits. Contract would be a single employee running a full day or two ½ day sessions pre-K program. Currently self-sustaining based on fees, and we would require it to stay that way.

Discuss this with the classrooms (by email) to bring feedback to the March meeting for decision. This is a tight turnaround item due to contract posting timelines.

?? - Could there be a way if there was capacity to have a single session (say, Wednesday afternoon during your co-op shift) opening for parents to utilize? -- Yes, that is part of the structure being considered, though it is not tied to the contract position. Current teacher feedback -- this actually wouldn't be ideal for an all day program as new kids coming into the class in the afternoon disrupts needed rest time for the full-day kids. But this could be worked into the structure with some thought.

There is strong, strong interest from current parents for a full-day pre-K.

?? - Is the 4-day vs 5-day setup the hardest part, or the lack of full-day? - no strong feedback, folks mostly want 5-day full-day.

Christine -- we have to determine the contract vs hourly position first, and that steers the discussion of structure and details.

The program has paid for itself in the past. A contract position would cost more. How would we make up the difference? There would be an increase, but not drastic. Estimating \$225 for half day and \$400 for full day would cover costs with current class sizes.

Our kindergarten was on a 4 day schedule this year as an experiment - a slightly longer school day for the kindergarteners than the district average, but only 4 days a week. There is a proposal to have a 5 day K and try to find funding to support a slightly longer day.

(see attached proposal)

Emailed comment from Carrie Spruance:

Preschool/kindergarten

Having full day options will increase our enrollment.

Many of the kinder families I talked to in the Fall (as co-op rep for Keri/Kristin's class) made other arrangements for kindergarten because they needed a 5-day and/or full day program. One current family cited the 4-day kinder program as her main reason to select the OC, but in general parents expect a 5 day program.

Having a full day kinder program will help our kinder kids by providing more instructional time and opportunities for focusing on individual needs. Having a full day kindergarten would also open options for parents who work 8-5 jobs, and provide more flexibility for co-op hours.

While my daughter (Annie) thoroughly loves the enrichment program, it seems a lot more play based, with little of the in-depth academic exploration I was expecting.

I think the full day kinder possibility would also open up planning time for our K teachers.

This has been through faculty discussion. Jamie has found that the longer daily sessions gives the kids a more productive stretch of learning time. However, this seems to have affected our numbers somewhat -- the 4-day schedule has resulted in fewer students, who are vital to our pipeline.

Proposal is to return to a 5 day program and seek state funding for a full-day option. Alternately, switching our K teachers from ½ day to 0.6 (need to consult budget) to extend the length of the 5 day to match our current 4 day.

Roughly half or more of the K kids are currently enrolled in enrichment, and leave the class for lunch before the extra class time starts.

Impression that the 4 day week doesn't prepare the children for the 1st grade 5 day week. There is also an impression that the extra time doesn't result in much learning as half the class has left.

K used to let out at 11:25, so ALL of them are actually getting an extra 30 minutes of instructional time before lunch.

Strong support for a slightly longer 5-day program.

Acceptance letters are going out in March, so how do we know what we're doing before we notify lottery families? Decision is required by registration in May.

How many students typically move from pre-K to K here? This year, 7 of 10. Typically the pre-K families are integrated into the community due to older siblings.

Deciding the K structure before we determine the pre-K structure feels risky. Enrichment would be the stop-gap.

Kindergarten staff see great value in the longer day, but are willing to go back to 5 day. They prefer the option with the slightly longer day, even though it costs more. The longer day is key for them.

When will we have a decision on all-day K? Applications go out at the end of the month, but it is unknown when the state will make the final decision. It would be a bit of a budget issues to support it if that funding did not come through.

We are in a slightly better financial situation this year than last, so the (roughly) \$20k needed to make a slightly longer day with a 5 day program is achievable.

Motion to make this a decision item today (based on the attached proposal) - Ben

Second - Kenzie

Passed

Motion to approve a 5-day program (no decision on the funding or length of day) - Ben

Second - Virginia

Passed

Meeting adjourned at 9:10pm.

Next meetings: March 13, 2018

April 10, 2018

May 8, 2018

June 5, 2018 *not the 2nd Tuesday!