

Minutes for the Open Classroom Steering Committee

June 5, 2018 at 6:30pm in the Open Classroom Library

**Attendees in bold.** Absences in strikethrough.

Role	Name	grade	Rep (Teacher)	grade	Rep (Teacher)
<b>Co-Chair (2019)</b>	<b>Christy Porucznik</b>	<b>K</b>	<b>Marshall Emsley (Jamie)</b>	<b>4/5</b>	<b>Inga proxy for Cheryl Strong-McDonald (Hilary)</b>
<b>Co-Chair (2020)</b>	<b>Mindy Lokey</b>	<b>K</b>	<b>Glenn D'Costa (Kristin)</b>	<b>4/5</b>	<b>Virginia Ward (O'Lynn)</b>
<b>Vice Chair (2018)</b>	<b>Mark Milligan</b>	<b>1/2</b>	<b>Cicely Stewart (Tina B)</b>	<b>4/5</b>	<b>Brandon Guymon (Pam)</b>
Vice Chair (vacant)		<b>1/2</b>	<b>Jethro Jones (Amanda)</b>	<b>6/7/8</b>	<b>Tara Thomson (Julian)</b>
<b>Secretary</b>	<b>Dusty Askin</b>	<b>1/2</b>	<b>Katherine Sharp (James)</b>	<b>6/7/8</b>	<b>Chris Weigel (Lena)</b>
<b>Treasurer (2020)</b>	<b>Katherine Sharp</b>	<del>1/2</del>	<del>Colby Fajardo (Shelton)</del>	<b>6/7/8</b>	<b>Jen Ogzewalla proxy for Ben Maughan (Denny Jo)</b>
<b>Teacher Rep – Little</b>	<b>James</b>	<del>3/4</del>	<del>Jeffrey Hale (Mia)</del>	<del>6/7/8</del>	<del>Piper West (Chantelle)</del>
<b>Teacher Rep – Middle</b>	<b>Hilary</b>	<b>3/4</b>	<b>Heather Brierley (Amber)</b>		
<b>Teacher Rep - Upper</b>	<b>Lena</b>	<b>3/4</b>	<b>Ben DeMoux (Tina M)</b>	<b>Principal</b>	<b>Christine Marriott</b>

Others in attendance: Carrie Spruance, Publicity Chair; Brian Debbink

**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).

**Hiring notice** - We will be looking for para-pros for next year in the 20-29.5 hour / week. Please send any recommendations to Christine and she will give them the information.

**Newsletter Request** items for (next year's) newsletter should be sent to: [openclassroomnews@gmail.com](mailto: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.

June 6 is both the last day of school and a short day. And brunch. Expect that the classroom mailings will go out mid to late June.

*Request for more calendar items from the community*

The last date to turn in PFOE reimbursement receipts is JUNE 11th.

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

Thanks to Saul Bailey for the great safety training presentation last month.

Cheryl thanks Hilary and Inga for serving as proxy reps for Hilary's class this year.

*Request for acknowledgements from the community*

Uppers teachers and parents for the graduation.

Christy for being a phenomenal steering chair and last year co-chair, including international hours.

Uppers teachers for the dance and the traditions that go with it.

Cicely for putting together the handbook.

Fundraising and Art Committees for the very successful Art Stroll.

Steering for showing up at a meeting this late in the year.

Katelyn Stevenson for making sure all the yearbooks got where they needed to go.

Yearbook committee for a great yearbook.

Isaiah and Denny Jo for selling the t-shirts that gave back to our community.

The 7th grade parents who helped the 7th graders put on the dance and do all the fundraising for their trip.

Mark for his 13 years of service with the school and steering.

Dusty for serving 4 years as secretary.

Katherine for systematizing this budget process.

Middles for making cards for the committee chairs.

Tina M for reminding us of the ad hoc committee for Steering Exec nomination - we had more willing nominees than positions for a change.

Christine for a very successful first year as principal and integrating so well into the community.

Emailed acknowledgement from Tara Thomson "This is the first year I have been able to participate in the school and it was so scary to jump into a world where everyone knew everyone. I immediately felt supported and gained some great friends through Steering. I would really like to acknowledge the Steering Committee for embracing me into the community, allowing me to contribute, and making feel like I have always been there. It has been a true pleasure to be on this committee with the most outstanding people and I hope I am afforded the opportunity to participate next year. If the acknowledgment does not make the minutes, I hope you will share with the rest of the committee my sincerest gratitude and appreciation for an amazing experience."

**PFOE Budget Report – (see attachments)**

Katherine Sharp will present our PFOE donations and expenses so far.

The plan is to work with committee chairs to have budgets in place by the first day of school.

Art Stroll goal was \$8000. Made almost \$8400.

Total income for the year was \$32k+, nearly to the goal of \$36k. And there are uncounted deposits at the moment.

Even with incoming receipts, it looks like there will be quite a large surplus (upwards of \$20k), so please submit your receipts.

We do not lose the money that rolls over, but it is the philosophy to use money currently donated to serve the current kids. There will be a discussion of priorities for using this, in addition to targeting committee budgets for the first meeting of the year. When the chairs are finalized, Katherine will inform them of the current state and ask for any updates to budgets.

?? Where does this surplus come from? - We're not sure of the formula that was historically used to set the goal, but it is typical to set a target above what we actually need.

?? What is the procedure if we have expenses over the summer? e.g., if we were preparing for the Avenues Street fair. -- Anything submitted by June 11 (technically June 30) will count towards this year. Anything from July 1st onwards can be submitted on the first day of school and be in the 60 day window.

?? Is the reason so much of this money is left is that teachers are concerned it isn't going to be there (fundraising shortfall)? - Some teachers weren't aware they had so much left - they have to spend their district supply budget first. There's a lag in the school credit card reconciliation to the PFOE budgets.

### **Calendar for next year – Christine**

[see handout]

Note that kindergarten and the rest of the school are starting the SAME day this year.

Uppers production of School House Rock - Dec 6, 7, 8.

Parent meeting in August is just a ballpark. The remainder of meetings will be discussed in your first parent meeting.

There was a request from parents in uppers that the first parent meeting happen the first week of school instead -- a final date will be in your parent letter in June.

Parent info nights - early Nov, 2nd week of January, another 1-2 weeks before the enrollment lottery (middle-end of february)

### **Enrollment for Next Year and Budget Update – Christine**

Enrollment is holding steady. It is full, and we have waitlists in most grades. We have 1-2 prospective families call each week.

*Questions and comments from the community.*

?? How much of this is due to one less classroom? - That is definitely helping us to fill the 3-4-5 classes.

?? Were there enough prospective middles that we could have formed a new classroom? - That isn't clear, but we'll look at the data.

?? When do we give numbers to the state to determine funding? - Our funding for next year is based on THIS year's enrollment. We'll report final enrollment tomorrow, and we'll find out exactly how much money that is in mid-July.

?? How many do we have on the waitlist right now? - It is very fluid, but we have 5-8 in some grades and 2-3 in the others. We are a little short in 6 & 7 actually. Middles and 8th are very full.

?? Lena, what is your assessment of how hard it is to bring in a new kid to 6th grade? - They seem to enjoy school more than ever. As long as its not because they've tried every school and hope this one will work - they seem to really thrive here just because of the change in culture.

C - We've done a good job reaching out to pre-schools to get new K kids, but we haven't reached out to elementary schools to get incoming 6th graders. We'll be working on that.

C - There is a one-time only Flexible Allocation initiative from the state, which we'll get for next year. ~\$30k-35k. We are limited on how to use it until the district decides exactly how to use it. Some districts have used it for teacher bonuses, but SLCS D hasn't chosen that yet.

## Reports from Committees

### Committee chairs for next year

These are nearly set, and there isn't a list today. It will come soon.

**Ad hoc handbook revision committee** The OC Handbook has been revised. Electronic copy was distributed with this agenda. Here's how the revision went: Amanda,  
"...took about 80 pages of documents and condensed it into a (messy) shorter document. I skipped a lot of district policies and instead we mention that people can refer to the district handbook. I also took out a lot of repeated and outdated info. This edit was sent out to teachers, and I didn't hear anything.

Next, Cicely, Katherine, and I went through and did a second sweep, this was also sent to teachers and I didn't hear anything.

I sent it to teachers a third time last week, and I got a few responses that were all positive. "

For reference, see the attached Parent Edit of OC Handbook – CJS edited.docx (working document) and 2018-05-31 OC Handbook.pdf (clean copy). *The request to steering members is that you please look over the pdf document and see if anything needs to be edited or fixed such that the handbook could be distributed with the class mailings in June.*

The handbook is not binding or policy. It is only to aculturate people to how we do things here, and information item. The goal is to give new parents a guide to how the OC works. Since it isn't policy, it can be changed as needed. We just need to maintain version control.

Steering reps - please read through the document and let us know soon, so that the best version of it can go out with the summer mailings.

### Community Concerns

How to include all members of our learning community

Summary of Carrie's proposal: There is a disconnect in the way the general ed and special ed classrooms are run. For instance: There's no steering rep, community support rep, parent meetings for the special ed rooms. We need to examine this, find out how families feel about this. Some of the families are really eager to co-op with their special ed kids, but that currently isn't allowed due to student privacy laws. But there should be a middle ground that allows for out-of-classroom engagement.

C - Every student in special ed is part of an assigned gen ed classroom, so they do get these representations. A - Yes, but the families have different needs, particularly here at the OC. C - But wouldn't that mean they effectively get 2 votes on steering? A - Any changes to steering representation would require charter modification. It is better for this conversation to focus more broadly on what those parts of our community could or should receive. For instance, if half their time is spent in the

special ed classroom but there was no parent letter based on those activities, that would be a missing piece. There's definitely some communication that could come out of the special ed programs.

?? Parents aren't allowed to co-op in the special ed classrooms? - It is SLCSO policy to disallow parents in the classroom without a non-disclosure agreement. It is conceivably possible, but our school program doesn't have this as a mechanism. That is one of the bigger questions of the conversation - what could this look like? It isn't set up like our gen ed small groups -- there is much more individual desk work.

?? Have we talked to learning support teachers? Have we heard much from the other families? - Some of the families do want the conversation to start, but privacy policies make it so the questions can't be asked directly by other parents. Nothing precludes the school sending individual families an invitation to talk or to answer questions anonymously.

C - This feels like a really big question that should be started next year with the proper attention. And learning support teachers should be included.

C- we need to be careful legally to consider how to equalize the opportunity to the wider adult co-opping community to these special ed classes.

There was a parent support facebook group started for families with 504/IEP - there are 18 families joined already. The group is called P\*O\*C\*K\*IEP

Anyone interested in participating in this discussion over the summer should contact Carrie Spruance - [carrie.spruance@gmail.com](mailto:carrie.spruance@gmail.com)

## **Discussion Items**

We anticipate having carry forward in PFOE this year. Let's discuss how we want to spend that money. Another laptop cart is one suggestion. We're guesstimating it at \$15k.

Laptops are only the starting point because they are popular choice so far and match with the teachers' requests.

C - It is probably best to keep this vague, such as, we support whatever the teachers and principal decide depending on how much was leftover at the end of June. A - There is already a priority list generated by the teachers, including technology, bussing, music, and dance.

?? Isn't some of that coming back due to the lack of a classroom? - Yes we are restoring several of the cuts, including music, dance, and some bussing.

Motion to make this a decision item for today - Ben  
second - Tara  
Passed

Motion to let Christine, summer available teachers (from each of Littles, Middles, and Uppers), and Steering Exec to spend the 2017-2018 carryforward (determined close of fiscal year) on technology and other priorities identified in the community - Lena  
Second - Ben  
Passed

## Decision Items

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

Motion to Approve - Brandon

Second - Tara

Passed

The following proposal was discussed at the May meeting, and the text from the May minutes is pasted here for convenience.

### Proposal for a Philosophy Rep in Every Class, and for Philosophy Based Faculty Meetings

From: Denny Jo Rowe, teacher member of Philosophy committee (denny.rowe@slcschools.org) and Melaney Farr, chair of Philosophy committee (melaney@melaneyb.com)

#### Purpose:

After looking through the Philosophy Survey and collecting the input from the Community Cafe put on by the new families and philosophy committees there are a couple of themes that keep coming up. One of them is a concern for OC philosophy and desire to preserve and foster it.

We want to propose that there is a philosophy parent rep that is nominated (much like our steering reps are) from each classroom. These reps will attend the philosophy committee meetings and will also be invited to join several of the faculty meetings where philosophy is discussed and shared (dates TBD). We would like to invite Steering Exec to attend those same meetings.

We, as a faculty, have committed to focusing our professional development on philosophy. One faculty meeting a month we will discuss and share philosophy and how it manifests itself in our classrooms or grade level teams. We will then continue those conversations into our parent meetings, which we believe will help strengthen, even further, our understanding of how our philosophy manifests itself throughout the school, help us to be on the same page and we will gain more support and understanding for all regarding our philosophy.

Discussion of the proposal centered on concern about resource depletion (volunteers)

Philosophy reps could help instill and maintain philosophy. May help mitigate lack of head teacher.

Julian - This proposal was born from the survey responses. They are looking to support intentional philosophy rather than accidental and getting people in the same song book, if not on the same page.

Tina B. – This has wide support from teachers

There is consideration of distinction between culture and philosophy and creation of a “We” space

The following proposal was discussed at the May meeting, and the text from the May minutes is pasted here for convenience.

### **Discussion**

?? Would this be their committee commitment? - Yes

C - Co-op and community support reps will be chosen first. Steering and philosophy reps would be chosen at the first parent meeting by volunteering or being nominated. There is also an assumption that anyone already on the philosophy committee would probably be the philosophy rep for their classroom.

C - It seems like this would be a better way to fill the philosophy committee rather than having people sign up for it ahead. A - This being the first year, we'll keep our old structure to shake this out.

C - There is a concern that this disrupts year to year continuity of chairs if they're the ones that are volunteered from their classroom. A - This wouldn't affect the chairs.

Motion to approve above proposal - Brandon

Second - Lena

Passed

### **Proposal for Alternative Co-op Committee**

From: Melaney Farr, chair of Philosophy committee ([melaney@melaneyb.com](mailto:melaney@melaneyb.com)) and Tara Thomson, Ad-hoc leader/Steering rep ([tarathomson@yahoo.com](mailto:tarathomson@yahoo.com))

Purpose: To form a committee that will facilitate and track tasks and alternative co-oping options as needed by teachers, classroom co-ops, and other OC committees.

- The committee would be led by an active alternative co-oper
- The chair and members would be selected by teachers
- The chair/co-chair/committee will maintain communication with alternative co-ops to ensure engagement with the school
- The committee will maintain a task list and ensure work is being completed
- Committee accomplishments will be reported to the community

This committee will work with co-oping reps that are unable to find a solution to engage parents in the classroom. The work of the committee will be celebrated so that the work can be recognized. << SEE FLOWCHART>>

The intention is not to take away classroom co-ops, but to provide additional avenues for engagement, to support kids, keep parents involved. Privacy concerns are noted and will be kept in mind.

This item was not voted at the May meeting and was pushed to this meeting.

Discussion on this item:

C - The only change for this month was clarification that anyone wanting to do alternative co-oping must clear it through the teacher, starting with the co-op rep.

?? - Confidentiality? - The co-op rep provides the form and starts the conversation, but anything on the form is confidential and would be maintained only with the teacher and principal. ?? - Do we then need to add an additional box to clarify this?

?? - Clarify alternative co-oping committee? - This isn't actually a committee commitment, but it provides a committee chair to maintain accountability.

C - This will mostly be about celebrating the accomplishments of those that fulfill alternative co-oping and do things in the community that wouldn't be acknowledged or seen otherwise. This is a way of building social capital in the community.

?? - Would we be able to suggest activities to this committee? - ?? In what way? - Well, like teachers who say they could really use a room organization, or someone spotting the fact we've got a backlog of alumni contacts. -- A - Probably a list maintained by the committee chair.

?? Do we have someone in mind for the chair of this committee? - Yes, but we haven't discussed it with them. Lena is volunteering to help Julie Bartell to find a committee chair.

Motion to approve the above proposal for alternative co-oping, with the changes we've noted above re: application privacy? - Brandon

Second - Virginia

Passed

### **Members of Steering Exec for next year –**

There has been an ad hoc nominations committee to collect names to serve in leadership roles for next year.

Here's what the charter has to say about the committee informally known as Steering Exec on page 8.

<http://ocslc.org/wp-content/uploads/2017-approved-charter.pdf>

#### **“Open Classroom Steering Executive Committee**

The Open Classroom Steering Executive Committee is composed of at least five members: One Chair, one Co-chair, at least two Vice-chairs, and the Head Teacher. A teacher rep, in addition to the head teacher, may attend Steering Exec meetings, but is not considered a voting member. The Teacher Representative does not act as a member of the Steering Executive Committee for purposes of the Steering Executive Committee's role in the hiring and continuation of a principal, as described in Paragraph



C.1.d. 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.

“

And then in a later section on page 9

“Governing Board: Describe the selection process for the charter school governing board, including how often the members are chosen and terms of members. Describe the criteria or contributions or both used by the applicants to designate parents as founding members and provide a certified list of founding members.

While the governing board of the Open Classroom is the SLCSB Board of Education, the Open Classroom's local governing body will be the school's Steering Body. The Open Classroom Steering Body consists of the principal, each member of the Open Classroom faculty, the Steering Executive Committee (further described below), and classroom Steering representatives (selected by the parent body of each classroom). The term for classroom representatives is one year. Individuals may be re-elected to all positions for as many terms as they are willing to serve.

The Steering Executive Committee consists of a Chair, a co-chair, at least two vice chairs, a treasurer, and a secretary. All of these members are parent volunteers and are elected by consensus by the Steering Body from the Open Classroom parents and from others with affiliation to the Open Classroom for three-year terms. In addition, a teacher representative elected annually by the faculty sits as a member of the Steering Executive Committee. A teacher may be re-elected to this position for as many terms as she or he is willing to serve. Election of members of the Steering Executive Committee begins with ad hoc nominating committees.”

The following people have been nominated (as of 5/7/18): Karinna Waddoups, Keri Jones, Tim Phillips, Ben DeMoux, Cicely Stewart, Lisa Fox, and Julie Bartel. TIM, KERI, AND JULIE DECLINED. KARINNA, LISA, AND CICELY NOT PRESENT. THIS ITEM WILL BE DECIDED AT THE JUNE 5 MEETING. The remaining names are Jen Ogzewalla, Glenn D'Costa, Cicely Stewart, and Ben Demoux.

C - It is nice to have a mix of little, middle, and upper parents.

?? - Do they all have the same voting rights? - Secretary votes too. Chairs tend to get assigned to other things like visiting the school board.

Cicely prefers not secretary. Glenn prefers secretary. Brian is interested in Vice Chair.

Chair-Elect - Ben, Cicely, Glenn

Secretary - Glenn, Ben, Jen

Vice-Chair - Ben, Cicely, Jen, Glenn

[internal discussion]

Motion to Elect Ben Demoux for Chair Elect, Jen Ogzewalla for Vice-Chair, and Glenn D'Costa as Secretary - Christy  
Second - Brandon  
Passed

Before adjourning each meeting we will go around to all of the Representatives to ask if they have any other items.

**Next meeting: September 11, 2018!**