

Agenda for the Open Classroom Steering Committee

3-10-2020 6:30pm in the Open Classroom Library

Expected Attendees **Absent**

Role	Name	Grade	Rep (Teacher)	Grade	Rep (Teacher)
Co-Chair (2021)	Ben DeMoux	K	Migan Lightfoot (Jamie)	4/5	Luke Loutensock (Hilary)
Co-Chair (2022)	Jen Ogzewalla	K	Cicely Stewart (Kristin)	4/5	Jen Higbee (O'Lynn)
Past Chair (2020)	Mindy Lokey	1/2	Aliska Julian (Tina B)	6/7/8	Alexandria McCauley (Julian)
Vice Chair (2022)	Joe Gibbs	1/2	Lee Rogers (Amanda)	6/7/8	Brandon Guymon (Lena)
Secretary (2021)	Glenn D'Costa	1/2	Telesa Nicholes (James)	6/7/8	? (Denny Jo)
Treasurer (2020)	Kat Sharp	1/2	Anna Van Wagoner (Shelten)	6/7/8	Tara Thomson (Chantelle)
Principal	Christine Marriott	3/4	Lisa McBride (Mia)	Teacher Rep -- Little	Amanda
		3/4	Ben Richardson (Amber)	Teacher Rep – Middle	Tina M
		3/4	Sharla Dunroe (Tina M)	Teacher Rep -- Upper	Absent

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 (Non-Voting Items)

1. Introductions
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.

Date	Event	Comments
03/20	Short Day	School's out at 1:15 PM
04/13 – 04/17	Teacher Appreciation Week	
04/24	Non-Student day	No school
05/08	Art Stroll	

3. 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
Amanda S	Tina M	The 90 second movies were adorable, Thank you Tina!
Christine M	Jen O and Kat S	Thank you for taking up the banner fundraiser initiative
Ben D	Teachers	Thank you to all the teachers who took time to march up to the Capitol
Migan L	Teachers and Heber	Thank you for keeping our school clean the last few days (in the wake of coronavirus)
Lisa M	Christine M	Thank you for wearing so many hats

4. PFOE Budget Report – Treasurer

- Banner Fundraiser
 - The Banner fundraisers is initiative is doing well
 - We have approximately \$2100 so far
 - <<Glenn to attach banner fundraiser letter>>
- Art Stroll
 - Art Stroll will be held on 8th May 2020
 - Reps please remind parents of the date and the following items
 - Contributing to the Class baskets
 - If parents don't have something physical to sell, they could sell services like hosting a barbeque, dinner, knitting classes, cookies etc
 - There services sell much faster

PFOE Budget										
*Reimbursed for receipts only, no prepay checks.										
As of 03/5/20 by: Katherine Sharp										
*Teacher support checks: \$4/month/child plus \$300 (except 1/2day K, \$3/mo/child) as per Steering, Sept 2010										
Teacher Support										
Grades 1- Teacher										
	Student #	Total \$ ((#x4x8)+300)		Remaining Balance						List of Other Donations
1-2	Amanda	19 \$ 908.00	\$ 218.81	\$ 689.19						AMT.
3-4	Amber	21 \$ 972.00	\$ 924.66	\$ 47.34						\$0.00
6-7-8	Chantelle	21 \$ 972.00	\$ 130.72	\$ 841.28						\$0.00
6-7-8	DennyJo	22 \$ 1,004.00	\$ 442.65	\$ 561.35						\$0.00
4-5	Hilary	19 \$ 908.00	\$ 470.91	\$ 437.09						\$0.00
1-2	James	19 \$ 908.00	\$ 351.55	\$ 556.45						\$0.00
6-7-8	Julian	20 \$ 940.00	\$ 59.37	\$ 880.63						\$0.00
6-7-8	Lena	22 \$ 1,004.00	\$ 703.25	\$ 300.75						\$0.00
3-4	Mia	25 \$ 1,100.00	\$ 684.24	\$ 415.76						\$0.00
4-5	O'Lynn	20 \$ 940.00	\$ 863.91	\$ 76.09						\$0.00
1-2	Shelten	22 \$ 1,004.00	\$ 548.97	\$ 455.03						\$0.00
1-2	Tina B.	23 \$ 1,036.00	\$ 678.61	\$ 357.39						\$0.00
3-4	Tina M.	23 \$ 1,036.00	\$ 484.75	\$ 551.25						\$0.00
K-8	Learning Support	50 \$ 1,900.00	\$ 344.09	\$ 1,555.91						\$0.00
	Total 1-8	276 \$ 14,632.00	\$ 6,562.40	\$ 7,725.51						\$0.00
1/2 Day K Teacher	Student #	Total \$ ((#x3x8)+300)	Spent to Date	Remaining Balance						
1/2 K	Jamie	24 \$ 1,068.00	\$ 275.22	\$ 792.78						
1/2 K	Kristin	24 \$ 876.00	\$ 158.49	\$ 717.51						
	Total K	48 \$ 1,944.00	\$ 433.71	\$ 1,510.29						
		324 Budgeted Amount	Total Spent	Total Remaining						
	Total Year Teacher Support	\$ 16,576.00	\$ 6,996.11	\$ 9,235.80						
Committees:										
Visual and Performing Art Funds:										
	Classrooms	\$ 3,000.00	\$ 900.98	\$ 2,099.02						
	Closet	\$ 1,250.00	\$ 366.64	\$ 883.36						
Sports:										
	Lower	\$ 1,050.00	\$ 405.00	\$ 645.00						
	Middle	\$ 3,160.00	\$ -	\$ 3,160.00						
	Upper	\$ 3,793.00	\$ -	\$ 3,793.00						
	Upper Explore	\$ 850.00	\$ 182.27	\$ 667.73						
	Upper Science	\$ 850.00	\$ 395.73	\$ 454.27						
	Community Support	\$ 740.00	\$ -	\$ 740.00						
	Community Connections	\$ 450.00	\$ -	\$ 450.00						
	Graduation	\$ 1,050.00	\$ -	\$ 1,050.00						
	Fundraising	\$ 100.00	\$ -	\$ 100.00						
	Publicity	\$ 1,005.00	\$ 49.09	\$ 955.91						
	Philosophy	\$ 285.00	\$ -	\$ 285.00						
	Garden	\$ -	\$ 44.97	\$ (44.97)						Grant \$ - not included in budget
	Total Year Committee Budget	\$ 17,583.00								
	Totals	\$ 34,159.00	\$ 9,295.82	\$ 24,519.09						

5. Christine - Enrollment and Budget Update

- Enrollment
 - The 2020-21 lottery is done, and the first round of acceptance letters went out today (03/10/2020)
- Budget
 - The 2020-21 school year funding will be decided on the enrollment numbers for 2019-20
 - The school has about 307 students enrolled for the 2019-20 school year. As a result, the funding will be lower, and we will have to dip into our reserve money.
 - We have about \$450,000 in reserves and we will be taking out close to \$80,000 this year
 - This also means that our technology need will not be fulfilled this year (last year we got an additional laptop cart)
 - The 2021-22 school year will be balanced because we have more students enrolled for the 2020-21 year. This is part because of the full time Kindergarten started this year
- Art Stroll funds/supplies

- There was a misunderstanding that the Art committee funds were split into two categories, one for the arts closet and the other for the art committee
- As a result, \$440 worth of glaze was ordered to be used in the school kiln
- With the upcoming Art Stroll, there might be a need for additional funds to be allocated to the Visual Performing & Arts committee. If needed, there will be formal proposal prepared, which will be go through the normal approval process
- There was a suggestion to touch base with the teachers and see if they are using the art closet supplies
- There were various other suggestions to do an inventory check and mark off items after they have been taken from the arts closet. None of them seemed viable

6. Community Concerns

- Student behavior at Smith near the school
 - It was observed by some parents that few of the upper students were indulging in inappropriate behavior at the Smiths closer to the school. They were breaking glass bottles
 - Smiths has been an invaluable supporter of the school and we would not want our relationship with them to be at risk with such behavior
 - The following suggestions were made at the meeting
 - Parents to sensitize their kids about such kind of behavior
 - Kids could be encouraged to go to the neighboring parks/grounds after school when the weather gets better
 - Upper teachers can mention this in their parent letters too
 - The school has a SRO (school resource officer) who can come and talk to the kids
 - Christine can send a letter to the upper parents stating that this kind of behavior cannot be tolerated
- Kissing Tag is being played in the after care. This has made the parents very uncomfortable

B. Discussion Items

1. Update on Treasurer search

- Sharla to let Kat know about the one person who expressed an interest in this position
- We need to finalize the candidate in the April meeting
- Reps please take this to your respective classes and if there is a suitable candidate, they have in mind
- The short-listed candidates will be present for the April meeting where they will be given a chance to talk about themselves and then the steering committee would vote
- There was a motion made to approve the process of sending a vote for the treasurer through email by Ben Demoux and it was seconded by Jen Ogzewala

2. Banner proposal update.

- Discussed above
3. Budget item for Traffic Committee
 - The proposal is attached to the steering minutes email
 4. Budget item for Cafeteria Committee
 - The proposal is attached to the steering minutes email
 5. Buddy bench idea
 - Reps please talk about the Buddy Bench and /or multiple other benches idea in your parent meetings. Any help or advice from parent would be appreciated
 - The cost of buying a bench and installing it ranges from \$600 - \$800
 - The following suggestions were made at the meeting
 - Have a Bench donation jar at the art stroll?
 - Parents who have experience in building benches could come together and make a few benches for the school. The cost of wood would be given by the school/PFOE
 - The Buddy Bench has a stigma associated with it in some schools. This could be minimized by involving the students in creating these benches. They could help decorate the bench
 - There was another suggestion where we could put a checker / tic-tac-toe board to make it more appealing and less of a 'loser bench'
 - Some suggested that since we need some more seating area around the playground, we could just order/create multiple benches and just make it available for sitting
 - Concerns were raised that the district might require some professional to install the benches for safety reasons
 6. Committee survey
 - The annual committee sign-up sheet will be released this week
 - This is the time where you choose your committees for next year
 - It is mandatory to select a committee as soon as possible because the allocation is done on first-come-first-serve basis
 - Those who do not fill out the survey will be assigned default committees
 - Last year the default committees were as follows (it may change this year based on everyone's response)
 - Littles → Traffic
 - Middles → Cafeteria
 - Uppers → Fund raising
 - When you fill the survey, please feel free to add comments. We take them into consideration during the committee assignment process
 7. Coronavirus
 - The school is following a 3-step approach toward tackling this
 - Step 1: Teachers explain to students the importance of washing hands regularly using charts and videos

- Step 2: Teachers will build-in time to wash hands at regular intervals during school hours
- Step 3: Poster and other reading material will be hung all around the school to emphasize the importance of cleanliness
- The custodians have taken extra steps to wipe down surfaces in the common areas
- Parents can choose not to send kids to schedule field trips during this time

C. Decision Items (Steering Votes)

1. Approval of Minutes – We need to approve the minutes from the last two meetings.
 - a. Jan 2020 Minutes
 - i. These minutes were updated by adding the following line: SIC has not approved the Gala event as of 01/13/2020, the day of the Jan steering meeting
 - ii. The motion to approve was raised by Brandon G and it was seconded by Lee R
 - b. Feb 2020 Minutes
 - i. A motion to approve these minutes in the April meeting was raised by Tina M and it was seconded by Brandon G
 - ii. The following additions will be made to the Feb minutes
 - Some of the steering reps and committee members asked the district representative that if/when we decide to do a similar event in the future, were we allowed to do it and if yes, what would be the right procedure to conduct such an event
 - Some parents present at the meeting asked questions about how this event was held a few years ago. Amanda suggested we ask Carrie Spruance
 - One of the teachers raised an objection to this discussion since it involved alcohol and was in violation of their contract. They also suggested that the district representative was not a lawyer and it would be incorrect of the representative to advise the Steering Committee

Next meetings:

April 14, 2020

May 12, 2020

June 2, 2020 (If necessary)