

Meeting Notes for the Open Classroom Steering Committee

Meeting Date and Format: 09-14-2021 @ 6:30pm **IN PERSON** Meeting

Attendees

Expected Attendees: (Absent highlighted in blue)

Role (Term until)	Name		Grade or Blend	Steering Rep (Teacher)		Grade or Blend	Steering Rep (Teacher)
Chair (SY 2021-22)	Joe Gibbs		K	Kat Nokes (Jamie)		5/6	Danielle Lindner (Kirsten)
Co-Chair (SY 2022-23)	Tim Kryselmire		K	Cabot Nelson (Amber)		5/6	Ari Green (Chantelle)
Past Chair (SY 2022-23)	Aliska Julian		1/2	Elijah Szasz (Tina B)		7/8	Jerry Silver & Carolyn Cox (Julian)
Vice Chair (SY 2023-24)	Alejandra Acosta		1/2	?? (Tina M)		7/8	Virginia Ward (Lena)
Secretary (SY 2023-24)	Josceline Mascarenhas		1/2	Erik Daenitz (Amanda)		7/8	Luke Loutensock (Hilary)
Treasurer (SY 2023-24)	Maile Cowley		1/2	Melody Berg (Shelley, Kristin)			
Principal	Christine Marriott		3/4	Anna Van Wagoner (James)		Teacher Rep – Littles	Jamie Farrimond
			3/4	Christine Mahler (O'Lynn)		Teacher Rep – Middles	O'Lynn Elliott
			3/4	Melissa West (Mia)		Teacher Rep -- Uppers	Julian

Additional Attendees:

- 1) Katherine Kennedy: Salt Lake City School District (SLCSD) Board Member, Precinct 3

Agenda (linked to notes)

1. Information items:

- a. Introductions
- b. Calendar items: Steering Reps to share with your classes highlighted dates in the calendar below
- c. Acknowledgments
- d. PFOE Budget Report – Treasurer

2. Discussion items:

- a. What it means to be on Steering | Shared Governance | How we get things done
- b. (Christine) Budget / Enrollment
- c. (Christine) ESSR3 Budget (Money from CARES part 3)

3. Voting items:

- a. ESSR3 Budget
- b. Add OC Voting Method to by-laws

MEETING NOTES

Voting Outcome:

- 1) Steering voted to approve the **ESSR III Budget spending plan** (details in Discussion Notes).

Key takeaways:

- 1) **Walkathon: Thursday, 9/23:** Our BIG OC Fundraiser – Watch for teacher emails. Seek donations.
- 2) **Enrollments and Funding:** We need to actively recruit families; we have space in all grades. Enrollment impacts next year's funding
- 3) **Voting item moved to 10/12:** Adding OC Voting Method to the by-laws; Reps to discuss at Parent Meeting
- 4) **Function of the Open Classroom Steering Body:** School governing body that discusses and votes on matters affecting the school, such as policy, budget, etc. (See Charter: <http://ocslc.org/wp-content/uploads/2017-approved-charter.pdf>; I've also added charter excerpt "C. School Governance" to **Appendix 3** at the end of the meeting notes)
- 5) **Steering Reps key expectations:** (To be formalized – see Cabot's action point)
 - a. Reach out to their classes prior to every Steering Meeting and seek feedback/concerns to present.
 - b. Attend class Parent Meetings to:
 - i. Share key and relevant points discussed at Steering, and gather parent feedback.
 - ii. Seek parent feedback on voting items that require input from the broader OC parent body.
 - c. Participation: We're here to listen to each other, ask questions, discuss, and understand each other.
 - d. Voting: Carefully understand, consider, and vote on items at Steering.
- 6) **Proposals: Any school community member can submit a proposal.** Template with formal process: <http://ocslc.org/wp-content/uploads/Proposal-Form-Template.docx>. Submit to SIC and Steering Exec.
- 7) **Share in advance with Steering Body for review:** Any items to be discussed or voted on at Steering
- 8) **Next Steering Meeting: October 12, 2021** (Venue and Format to be determined and communicated)

Action Points:

- 1) **Cabot:** Put together a statement and list of what is expected of steering reps for review during the 10/12 meeting (*Note: Screenshot of Section "C – School Governance" of the Charter is **Appendix 3***)
- 2) **Steering Reps:** Discuss with your class: OC Voting Method (**see Appendix 2**), Key dates, Key takeaways
- 3) **Josceline:** Charter link for Reps to review: <http://ocslc.org/wp-content/uploads/2017-approved-charter.pdf>

Discussion Notes: (See **Appendix 3** for Charter Excerpts Section "C- School Governance)

1. Information Items

- a. **Introductions:** All present members of the Steering body introduced themselves
- b. **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.

(The projected calendar for SY 2021-22 is provided below. **Steering Reps, please especially share with your classes the dates, events, and comments highlighted in yellow in the table below. These highlighted dates occur mostly before the next Steering Meeting)**

Date	Event	Comments
09/11/21, Saturday	Avenues Street Fair	We just had it this weekend
09/14/21, Tuesday	OC Tour via Zoom	10:00am – 11:00am
09/23/21, Thursday	Walk-A-Thon (Raises funds for the PFOE – Parents for Open Education fund)	Comment from Christine: Coming up next week; our first fundraiser for the year. PFOE funds pay for sports, extra field trips, classroom supplies, etc. Many of our parents, families, and staff make monthly PFOE donations. The walkathon is a special occasion to hit up your connections: friends, families, neighbors for donations. Even \$5 per connection amounts to a lot of funds for the school. Watch for teacher emails. Comment from Maile: If you are new to the school, this is not about competing and earning per lap. Penny (PE teacher) did this to teach the Whole Child. The kids walk to Memory Grove and have stations where they have jumping jacks, etc. Comment from Jamie: This is an opportunity for parents who cannot co-op to volunteer at Memory Grove
09/24/21, Friday	NON-STUDENT DAY – NO SCHOOL	NO SCHOOL
10/05/21, Tuesday	Asynchronous day – STAY HOME AND COMPLETE ASSIGNED WORK	Students STAY HOME and complete learning activities assigned by teachers
09/28/21, Tuesday	OC Tour via Zoom (06:30pm - 07:30pm)	Please invite your friends interested in the OC. We need to drive up our enrollment numbers
10/12/21, Tuesday	OC Tour via Zoom (10:00am – 11:00am)	To get the Zoom link, they must go to ocslc.org , select RSVP under Upcoming School Tours , and complete the form.
10/14/21, Thursday – 10/15/21, Friday	FALL RECESS – NO SCHOOL	NO SCHOOL
10/26/21, Tuesday	OC Tour via Zoom (06:30pm - 07:30pm)	Please invite your friends interested in the OC. We need to drive up our enrollment numbers To get the Zoom link, they must go to ocslc.org , select RSVP under Upcoming School Tours , and complete the form.
10/27/21, Wednesday	Parent Teacher Kid (PTK) Conferences	
10/28/21, Thursday	Parent Teacher Kid (PTK) Conferences	EARLY RELEASE at 01:30pm
10/29/21, Friday	Halloween Parade and Celebration	EARLY RELEASE at 01:30pm
11/09/21, Tuesday	OC Tour via Zoom (10:00am – 11:00am)	Invite your friends interested in the OC!
11/23/21, Tuesday	OC Tour via Zoom (06:30pm - 07:30pm)	To get the Zoom link, they must go to ocslc.org , select RSVP under Upcoming School Tours , and complete the form.
11/24/21, Wednesday	NON-STUDENT DAY – NO SCHOOL	NO SCHOOL
11/25/21, Thursday – 11/26/21, Friday	THANKSGIVING RECESS	NO SCHOOL
12/14/21, Tuesday	OC Tour via Zoom (10:00am – 11:00am)	Invite your friends interested in the OC! To get the Zoom link, they must go to ocslc.org , select RSVP under Upcoming School Tours , and complete the form.

12/20/21, Monday – 12/31/21, Friday	WINTER RECESS – NO SCHOOL	NO SCHOOL
01/06/22 Tuesday 06:30pm – 07:30pm	PARENT INFORMATION NIGHT	Invite your friends interested in the OC!
01/11/22, Tuesday	OC Tour via Zoom (10:00am – 11:00am)	Invite your friends interested in the OC! To get the Zoom link, they must go to ocslc.org, select RSVP under Upcoming School Tours , and complete the form.
01/17/22, Monday	MARTIN LUTHER KING JR. DAY	NO SCHOOL
01/25/22, Tuesday	OC Tour via Zoom (06:30pm - 07:30pm)	Invite your friends interested in the OC! To get the Zoom link, they must go to ocslc.org, select RSVP under Upcoming School Tours , and complete the form.
02/01/22 Tuesday 06:30pm – 07:30pm	PARENT INFORMATION NIGHT	Invite your friends interested in the OC!
02/08/22, Tuesday	OC Tour via Zoom (10:00am – 11:00am)	Invite your friends interested in the OC! To get the Zoom link, they must go to ocslc.org, select RSVP under Upcoming School Tours , and complete the form.
02/16/22, Wednesday	Parent Teacher Kid (PTK) Conferences	
02/17/22, Thursday	Parent Teacher Kid (PTK) Conferences	EARLY RELEASE at 01:30pm
02/18/22, Friday	EARLY RELEASE at 01:30pm	EARLY RELEASE at 01:30pm
02/21/22, Monday	PRESIDENTS' DAY – NO SCHOOL	NO SCHOOL
02/22/22, Tuesday	OC Tour via Zoom (06:30pm - 07:30pm)	Invite your friends interested in the OC! To get the Zoom link, they must go to ocslc.org, select RSVP under Upcoming School Tours , and complete the form.
02/25/22, Friday	EARLY RELEASE at 01:30pm	EARLY RELEASE at 01:30pm
02/28/22, Monday – 04/01/22, Friday	SPRING RECESS – NO SCHOOL	NO SCHOOL
04/12/22, Tuesday	OC Tour via Zoom (10:00am – 11:00am)	Invite your friends interested in the OC!
04/26/22, Tuesday	OC Tour via Zoom (06:30pm - 07:30pm)	To get the Zoom link, they must go to ocslc.org, select RSVP under Upcoming School Tours , and complete the form.
04/29/22, Friday	NON-STUDENT DAY – NO SCHOOL	NO SCHOOL
05/06/22, Friday	ART STROLL EARLY RELEASE at 01:30pm	Invite your friends and family to our ART STROLL! EARLY RELEASE at 01:30pm
05/10/22, Tuesday	OC Tour via Zoom (10:00am – 11:00am)	Invite your friends interested in the OC! To get the Zoom link, they must go to ocslc.org, select RSVP under Upcoming School Tours , and complete the form.
05/24/22, Tuesday	OC Tour via Zoom (06:30pm - 07:30pm)	Invite your friends interested in the OC! To get the Zoom link, they must go to ocslc.org, select RSVP under Upcoming School Tours , and complete the form.
05/30/22, Monday	MEMORIAL DAY – NO SCHOOL	NO SCHOOL
06/03/22, Friday	LAST DAY OF SCHOOL!	EARLY RELEASE at 01:30pm
06/06/22, Monday	Emergency make-up day, if needed	

c. 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	Comments
Joe Gibbs	Steering Exec	I want to acknowledge our Steering Exec for bringing things forward from last year to this year. We have three new members this year. This is a dynamic group of people working very hard.
Maile	Christine	Our school community really wanted our students to have lunch outdoors as a precaution. Christine led the charge and worked very hard to ensure we had the outdoor cafeteria tables setup in this pandemic year.
Josceline	All teachers	We appreciate the effort our teachers are taking for their remote students in addition to working in class. As an at-risk family, we kept our child remote. And we see that our teachers care about their remote kids and make them feel seen and cared for. Thank you.
Alejandra	Maile, Aliska, and all Traffic and Lunch Volunteer families	We needed volunteers to support outdoor lunch, recess, and traffic. And these parents have stepped up to support traffic and recess.
Virginia	Lena	For supporting and getting the 8 th grade trip going. Families at the OC who didn't stay until the 8 th grade have often reached out to say they regretted not having that experience for their kids. It is a wonderful experience that builds up the students, and they look forward to it, and are motivated to be a part of it. My daughter wants to stay healthy and not get Covid, so that she can participate in this fabulous trip.
Melody	School	Grateful to have kids back at school in-person where they can thrive
Katherine Kennedy	Steering	Appreciates that our school has arranged to have the Steering Meeting outdoors, where everyone can be safe.

d. PFOE Budget Report – Treasurer

PFOE Budget Update:

PFOE Budget									
*Reimbursed for receipts only, no prepay checks.				As of 9/13/21 by: Maile Cowley					
*Teacher support checks: \$4/month/child plus \$300 (except 1/2day K, \$3/mo/child) as per Steering, Sept 2010									
Teacher Support								List of Other Donations	
Grades 1- Teacher		Student #	Total \$ ((#x4x8)+300)	Remaining Balance				ITEM	AMT.
1-2	Amanda	20	\$ 940.00	\$ -	\$ 940.00	INCOME		yearbook	-\$379.94
5-6	Chantelle	23	\$ 1,036.00	\$ -	\$ 1,036.00	Carry Forward	\$ -	Kroger	
7-8	Hilary	18	\$ 876.00	\$ -	\$ 876.00	Fundraisers	\$ -	Emp Match	
3-4	James	23	\$ 1,036.00	\$ -	\$ 1,036.00	Other Donations Total**	\$ (379.94)	Total	-\$379.94
7-8	Julian	21	\$ 972.00	\$ -	\$ 972.00	Cash/Check Donations			
5-6	Kirsten	27	\$ 1,164.00	\$ -	\$ 1,164.00	Online Donations	\$ 262.79	Fundraisers	
7-8	Lena	21	\$ 972.00	\$ -	\$ 972.00	Total income:	\$ (117.15)	Walk-a-thon	\$0.00
3-4	Mia	21	\$ 972.00	\$ -	\$ 972.00			Art Bazaar	\$0.00
3-4	O'Lynn	22	\$ 1,004.00	\$ 126.41	\$ 877.59			Giving Tuesday	\$0.00
1-2	Shelly & Kristin	20	\$ 940.00	\$ -	\$ 940.00	Total Expenses-Budgeted:	\$ 32,629.00	Banner Month	\$0.00
1-2	Tina B.	19	\$ 908.00	\$ -	\$ 908.00	Total Expenses-Actual:	\$ 126.41	Art Stroll	\$0.00
1-2	Tina M.	20	\$ 940.00	\$ -	\$ 940.00	Total Income- Actual:	\$ (117.15)		
K-8	Learning Support		\$ 300.00	\$ -	\$ 300.00			Total	\$0.00
Total 1-8		255	\$ 12,060.00	\$ 126.41	\$ 11,933.59	Total Difference - Actual:	\$ (243.56)		
1/2 Day K Teacher		Student #	Total \$ ((#x3x8)+300)	Spent to Date	Remaining Balance				
1/2 K	Amber	17	\$ 708.00	\$ -	\$ 708.00				
Full K	Jamie	22	\$ 828.00	\$ -	\$ 828.00				
	Total K	39	\$ 1,536.00	\$ -	\$ 1,536.00				
		294	Budgeted Amount	Total Spent	Total Remaining				
Total Year Teacher Support			\$ 13,596.00	\$ 126.41	\$ 13,469.59				
Committees:									
Visual and Performing Art Funds:									
Classrooms			\$ 2,800.00	\$ -	\$ 2,800.00				
Closet			\$ 1,250.00	\$ -	\$ 1,250.00				
Sports:									
Lower			\$ 1,050.00	\$ -	\$ 1,050.00				
Middle			\$ 3,160.00	\$ -	\$ 3,160.00				
Upper			\$ 3,793.00	\$ -	\$ 3,793.00				
8th Grade Field Trip			\$ 2,500.00	\$ -	\$ 2,500.00				
Upper Science			\$ 850.00	\$ -	\$ 850.00				
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	\$ -	\$ 1,005.00	f			
Philosophy			\$ 285.00	\$ -	\$ 285.00				
Traffic			\$ 200.00	\$ 45.00	\$ 155.00				
Cafeteria			\$ 200.00	\$ -	\$ 200.00				
Garden			\$ -	\$ -	\$ -	Grant \$ - not included in budget			
Total Year Committee Budget			\$ 19,033.00						
Totals			\$ 32,629.00	\$ 126.41	\$ 32,502.59				

Maile shared the updated budget (above) prior to the meeting and walked us through it during the meeting.

Key Comments:

- 1) The incomplete places are on account of a dependency on finding the number of students in each class, which determines the numbers to some extent, and will be filled in
- 2) Yearbooks are in negative, because we pay for these from PFOE upfront and then pay back into PFOE with the fundraiser

2. Discussion Items

a. What it means to be on Steering | Shared Governance | How we get things done

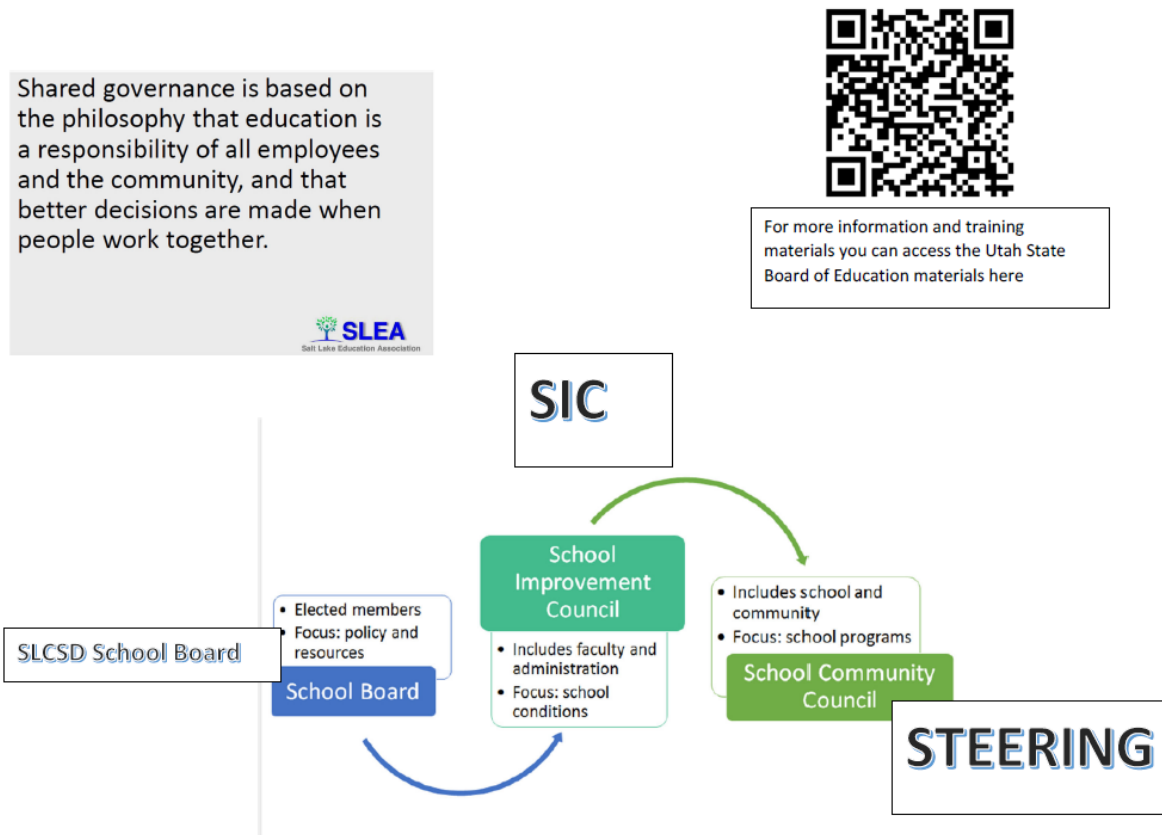
Steering Overview: *by Tim*

- 1) At the first Steering Meeting, we go over what is steering and how we vote
- 2) What is Steering: This being a parent cooperative school, we (on Steering) go over the budgets and decisions we take for the school. We are the governing body.

Shared Governance: *by Christine*

- 3) As Steering members go through Steering, they will learn about Shared Governance with the district.
- 4) It is an important role that takes time from our schedule and can sometimes be difficult and contentious. So, Christine appreciates that she gets to work together with this body of parents and teachers for governance of the school.
- 5) The following printout on Shared Governance was shared by Christine during the Steering Meeting. You may also scan the QR Code to access the video training on Shared Governance.
 - a. SLCSD School Board is our governing board and chartering authority
 - b. SIC = School Improvement Council = teacher representatives + administration
 - c. SCC = School Community Council. For us, this can be Steering Exec or the Steering Body.
Steering Body = Steering Exec + Classroom Steering Representatives + Teacher Representatives (Littles, Middles, Uppers)

Shared Governance Training



Comment: O'Lynn:

- 6) It is necessary for Steering Reps to recognize the important and great opportunity they have here (as compared to the other schools) where they have a voice in how our school operates. We want our Steering Reps to be enthusiastic and to convey this enthusiasm to other parents in their classes.

How we get things done:

Question: Ari:

7) Are Steering Reps supposed to solicit questions or feedback from fellow parents ahead of the meeting? Yes!

(Answered by Aliska)

- a. As a Steering Rep, Aliska would take questions from parents and bring them to steering. She would prioritize and bring the top 5 concerns to Steering
- b. If anything at Steering needed parent input to vote on, she would take this to the parents

Question: Cabot:

8) Are there resources or documentation that describes what a steering committee member is supposed to do:

- a. (Answer: Christine) You are to take your questions and information from Steering to your classes.
- b. (Answer: O'Lynn) This is covered in the School Charter and is on the School Website. (Josceline to include link: <http://ocslc.org/wp-content/uploads/2017-approved-charter.pdf>. Refer to "C. School Governance" pages 5-11.)
- c. Cabot volunteered to put together a statement and list of what is expected of Steering Reps together with Virginia and Julian. Tim said this should be made into a motion.

Prior to making the motion, the Steering Exec and Teacher Reps first addressed the follow-up questions to this and **discussed the role of Steering Reps and other Steering Committee members (points 9-11)**

9) Question: Jerry: Is this position description for Steering Reps being invented now?

- a. (Answer: Josceline) The description and guidance are covered in the charter.
- (Answer: Tim)
- b. The charter has the long version of this.
 - c. While working together on Steering, traditionally, our school has had a loose definition of how exactly Steering Reps function – knowledge that has been passed down from one Steering Body to the next.
 - d. We're now codifying this tribal knowledge that has been passed down.
 - e. Last year, especially, we started to take a hard look at this.

10) Role of Steering Reps and Steering Body members:

- a. (Julian) We want our parents and their Steering Reps to feel empowered.
- b. (Joe) Steering Reps are the voices of your classrooms. So do send out an email and ask your class parents questions about what they would want represented at Steering.
- c. (Aliska) Steering Reps are voted in from their classrooms, and Steering Exec is voted in by the Steering Body.
- d. (Maile) Steering is made up of parents and teachers and they have voting rights.
- e. (Maile) The Secretary provides detailed, professional notes that Steering Reps then share with their classes. This has Steering Reps covered even if they miss out on something

- f. (Josceline) Notes for all Steering Meetings are available at <https://ocslc.org/steering-committee/>, and the Secretary mails these notes out to: all Steering Reps, all teachers, and to the Steering Exec
- g. (Christine) Steering Exec is comprised of:
 - i. the Chair and Co-Chair,
 - ii. two Vice-Chairs,
 - iii. the Secretary,
 - iv. the Treasurer, and
 - v. a Teacher Representative
- h. (O'Lynn) **Teacher Reps:**
 - i. Teachers can have differing opinions among themselves. T
 - ii. (On certain matters) teachers pass things through SIC to get on the same page and pass these decisions on to Steering.
 - iii. However, teachers can have their own opinions and at Steering, vote differently from the decision voted in at SIC
- i. (O'Lynn) **Proposals:** Parents (any parent, not just a rep) can go to Steering with a Proposal. And the proposal form and formal proposal process is on the steering page on the website. <http://ocslc.org/wp-content/uploads/Proposal-Form-Template.docx>.

Katheryn Kennedy SLCSO council member joined the meeting at this point, and was introduced

- j. (Christine) SIC is part of our shared governance model, if you refer to the diagram above. Matters impacting teachers or needing teacher involvement are first approved through SIC before they come to Steering Exec and Steering.
- k. SLCSO School Board is our chartering authority and our charter is up for revision, renewal, and approval every five years.
- l. (Virginia) Our Charter is our living, breathing document of how we govern ourselves. It establishes certain roles within the community and once established, we work according to these roles. It helps us build consensus and come to decisions that benefit the whole school (for instance, deciding that we will add a full-day Kindergarten to attract higher enrollments)
- m. (Jamie) These entire Steering Meetings are a conversation. It is always recommended that Steering Reps:
 - i. highlight hot button items that they want the class to look at.
 - ii. not just attend all their class parent meetings but also bringing back the steering discussions to their parent meetings.
 - iii. attend parent meetings and get a feel for what the parents want the Reps to represent.
- n. **Seek clarification regarding meeting notes:** (O'Lynn) If Steering Reps do not get a sense of understanding from what is covered in the detailed notes, please reach out to the Secretary for clarification or corrections.
- o. **For any questions about Steering:** (Aliska) Write to Steering Exec at exec@ocslc.org if you have any questions

- p. (Joe) **Attendance and Voting:** While everyone (any parent) is welcome to attend the steering meeting, only Steering Exec member, Steering Reps, and Teacher Reps have a vote. Once a motion is proposed and seconded, we vote:
- i. thumbs-up = yes
 - ii. thumbs-sideways = okay
 - iii. thumbs-down = no

11) Question: Eric: Is it a majority or plurality that wins the vote? Can a motion be amended?

(Tim)

- a. As Joe explained, we vote thumbs-up (yes), thumbs-sideways (indecision), Thumbs-down (no).
- b. We can then discuss with those who vote down or sideways what their concerns are. We are really listening to each other. Usually (but for the pandemic), we are friends, family, community in a room together. We are parents who see each other in the hallways at school. We are really intent on listening to each other's concerns and addressing them.
- c. **Majority vote by district rules:** In case there is a member who might vote thumbs-down and whose concerns cannot be addressed even after listening and conversation, to avoid stalling things, at this point, the district policy of majority vote comes into play. Last year, Cabot brought forward the proposal to codify voting, and the motion was approved.
- d. **Request by O'Lynn: If we are voting on something, it would be nice if it could be written out and shared in advance as part of the Agenda.** It would be nice to have the proposal written out in more depth, provided in the Agenda, and covered in the notes (if voting at the next meeting) before we vote on this.

Note: Typically, we have a proposal in place. Last year was the first time we saw something (Cabot's proposal) during the Steering Meeting because it was a Zoom call and voted.

(Tim) What we're doing here is trying to learn governance very quickly, and we're putting up the charter this year to ensure we're on track

12) Action Item: Steering Handbook: Cabot to Document expectations for Steering Reps:

Motion text/statement	Proposed by	Seconded by	Comments and Discussions	Steering Vote and Decision
Cabot volunteers to put together a statement and list of what is expected of the Steering Body	Cabot	Tim	Amendment proposed by Eric: That the list is non-exhaustive in nature	Voice Vote: Approved

b. Budget / Enrollment (Christine)

- 1) **How is our school funded:** Christine shared the following document for basic understanding of how we come into our school budget – this understanding is needed by the Steering Reps as we have to vote on budgetary considerations later in the year.

How is our school funded?

Each student generates funding for their school.

Students are counted by their Average Daily Membership (ADM). A student enrolled from day 1 to the last day of the year is counted (funded) for 180 school days. A student enrolled only half the year is counted (funded) for 90 days or half the total amount, etc.



W P U Students in different grades are funded slightly differently. The technical term is 'weighted pupil unit', (WPU). Kinder = 0.55 WPU; elementary grades 1-6 = 0.92; grades 7 and 8 = 0.99 WPU

1 WPU = \$3,809 in funding this year ... BUT we are funded this year on last year's ADM (count of students)

+Plus each WPU comes with property tax funding (Local Replacement), depending on the district of residence (a range of \$500 - \$1900 per student).

In addition, there are special, restricted funds for various other needs in a school:

- Administration
- Special Education
- Class Size Reduction
- Guidance Counselor
- Classroom Supplies and library books
- Salary differential for math, science, special education teachers
- School Improvement programs such as Title I, Early Learning (K-3), Teacher and School Success Program (TSSP), Land Trust, Enhancements for At Risk Students (EARS)

Other School Funding Programs that support themselves such as:

- Donations
- Child Nutrition
- Kindergarten Enrichment
- Pre K
- Aftercare and Beforecare

Open Classroom finance, purchasing, human resources, and business administration are handled by Salt Lake City School District. OC pays a fee to the district that includes all of these services and the use of the building.

OC funds are managed in separate accounts but otherwise in exactly the same manner as other schools in the district. Financial safeguards are in place at each step of budgeting, procurement, and payment. Teacher and employee compensation are identical to other District employees, including contracts, pay, benefits, working conditions, etc.

- a. We get funded on last year's count of students, weighted by WPU
- b. The special restricted funds are additional and seen in the first set of bullet points. For instance:
- i. The first bunch of money is for special ed teachers and paraprofessionals.
 - ii. We also get money for class size: to ensure we do not have 30 students in our class
- c. We have strict restrictions on how to spend the money.
- d. We also have other funding programs that support themselves

2) Enrollments: Christine also shared the enrollments and discussed the impact to our budget

Current as of: 9/7/2021									
Joey 1/2	5	16		O'Lynn 3	12	22		Grade	Totals
Joey Full	9			O'Lynn 4	10				
Joey Online	2							Pre K	16
				Chantelle 5	13	23			
Amber	K (1/2)	17		Chantelle 6	10			K	39
Jamie	K (full)	22		Kirsten 5	13	27		1st	40
				Kirsten 6	14				
Amanda 1	11	20						2nd	39
Amanda 2	9			Hillary 7	7	18			
				Hillary 8	11			3rd	38
Sheltin 1	11	20		Juilan 7	9	21		4th	28
Sheltin 2	9			Julian 8	12				
								5th	26
Tina B 1	10	19							
Tina B 2	9			Lena 7	9	21		6th	24
				Lena 8	12				
								7th	25
Tina M 1	8	20							
Tina M 2	12							8th	35
James 3	14	23							
James 4	9								
Mia 3	12	21						K-8 Students	294
Mia 4	9								

	Students	Average
K	39	19.50
1/2	79	19.75
3/4	66	22.00
5/6	50	25.00
7/8	60	20.00
Total	294.00	21.00

- a. Our enrollments have dropped from 309 last year to 294 this year
 - i. All of us as community members need to be ambassadors at our school
 - ii. Based on our numbers we have our work cut out to scrutinize and make significant changes
- b. **Question: Virginia: Do we want to recruit actively now?** We have parents leaving schools due to mask concerns. We could use our mask safety as a selling point right now.
Answered by Christine: That would be great idea. We have open doors and space in all grades
- c. **Question: Carolyn: If kids are from other cities, do we get the property tax: Yes! (Christine)**
- d. **Question: Josceline: Can we look at allowing new students to come in for the remote option? Other autoimmune parents and other charters are impressed the OC has it at all.**
 - i. Christine: Can take this to SIC. Ours is very basic compared to the district virtual school
 - ii. O'Lynn: There is a lot of pressure on teachers, and the reality is that is it's hard
- e. **Question: Christine Mahler:** Can we do information gathering about how we run our Covid procedures and generate the information and data on our strengths and play that up in recruiting

c. ESSR III Budget (Money from CARES part 3) (Christine shared the proposed spending plan)

Open Classroom
Principal Christine Marriott
Steering Meeting September 14, 2021

The ESSER III funds are the 3rd and final round of COVID relief for schools. It is required that the school SCC approve the spending plan prior to the application deadline of September 17, 2021

This spending plan was developed after consultation with SIC and Steering Exec during meetings in August and September, 2021.

ESSER III Plan \$212,000 total allocation for Open Classroom:

Minimum 20% for addressing learning loss: one half FTE teacher in 2022-2023 to provide intervention/tutoring/individual learning plans to address learning loss ~\$50,000

Paraprofessionals: 2021-2022: 3.0 paraprofessionals ~ \$54,000

Paraprofessionals 2022-2023: 3.0 paraprofessionals ~ \$54,000

Technology: software licenses 2021-2022 and 2022-2023 \$16,000

Technology: computers 2021-2022 and 2022-2023: \$15,000

Furniture: outside 6 picnic tables for outdoor eating/classes \$4,000

Furniture: inside modular desks for distancing in classrooms \$2,000

Classroom Air Purifiers and PPE: \$2,000

Teacher Training Stipends (LETRS): \$11,000

Aftercare coordination to provide structure for tutoring and extended day learning: \$4,000

f. Questions: Katherine Kennedy: Has the program provided training as part of this?

- Christine: Training for teachers is provided as part of the contract. This training is outside the contract. Christine thinks the district is providing some of it from their CARES funding.
- O'Lynn: There is a big variation, and our teachers are at the bottom of the scale.

3. Voting Items

a. ESSR 3 Budget Spending Plan approval

Motion text/statement	Motion by	Seconded by	Comments and Discussions	Steering Vote and Decision
Cabot moves that we approve this (ESSER 3) budget to be presented	Cabot Nelson	Carolyn Cox	-	Majority vote to approve O'Lynn: thumb-sideways All others: thumbs-up

b. Add OC Voting Method to OC By-laws

Motion text/statement	Motion by	Seconded by	Comments and Discussions	Steering Vote and Decision
Tim moves to postpone the voting so Reps can take this (OC Voting Method) back to class	Tim	O'Lynn	-	Unanimous vote to approve

Action item: Steering Reps: Take the OC Voting Method to their classes and share. Voting on 10/12

Note from Secretary: See Appendix 2 for the OC Voting Methods description

4. Any other items:

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

Question: Cabot: Will we meet outside in October?

Christine: We are looking at having this on Zoom and also exploring other options. Steering Exec will discuss and determine the venue and medium

Community feedback:

- Carolyn: Zoom
- Cabot: In person – cafeteria, gym
- Katherine Kennedy:
 - East Coast colleges are seeing a breakthrough rate of 6% despite 98% person being vaccinated. Kids are getting (really) sick. Vaccines have 94% effectiveness.
 - Delta is a risk. We want teachers to have minimal risk. We want teachers to use their CARES money for teaching, for the students
- Josceline: I have lost three loved ones to the pandemic last week. Our family is at-risk. Every time we congregate or gather for reasons that are not essential – that don't involve teachers providing in-person education, or students attending school – is an unnecessary risk we take on in exposing our teachers and families to Delta.
- Alejandra: If we did have next month's meeting outside, is anyone opposed to coming outdoors.
 - Melody: we expect our kids to go outside regardless, so okay with coming outdoors; if the numbers are high, maybe we don't need in-person
 - Josceline: Okay with outdoors
- Virginia: Noise, can't hear, the parking lot would be quieter.
 - Cabot: Can we have a remote microphone and outdoor lights.
 - Christine: We have outdoor lights in the parking lot
- Aliska: Can we meet outside earlier at 4:30?
 - Jerry and Carolyn, Josceline: Cannot make it earlier

Motion text/statement	Motion by	Seconded by	Comments and Discussions	Steering Vote and Decision
Motion to adjourn	Tim	Alejandra	-	All ayes

5. Next meetings:

1. October 12, 2021
2. November 9, 2021
3. December 14, 2021
4. January 11, 2022
5. February 8, 2022
6. March 8, 2022
7. April 12, 2022
8. May 10, 2022

Appendix 1: Motions

Motion text/statement	Raised by	Seconded by	Comments and Discussions	Steering Vote and Decision
Cabot volunteers to put together a statement and list of what is expected of the Steering Body	Cabot	Tim	Amendment proposed by Eric: That the list is non-exhaustive in nature	Voice Vote: Approved
Cabot moves that we approve this (ESSER 3) budget to be presented	Cabot Nelson	Carolyn Cox	-	Majority vote to approve O'Lynn: thumb-sideways All others: thumbs-up
Tim moves to postpone the voting so Reps can take this (OC Voting Method) back to class	Tim	O'Lynn	-	Unanimous vote to approve
Motion to adjourn	Tim	Alejandra	-	All ayes

Appendix 2: OC Voting Method

Here is the OC Voting Method/ Procedure for Motions as it stands after the 4th and final amendment and approval by the OC Steering Body 2020-2021, on 04/13/21:

Procedure for motions:

Guidelines

- Topics may or may not have a time limit.
- Participants shall speak only when called upon by the chair.
- Discussion shall be free-flowing with unlimited follow-up questions.
- Motions may be made as suggested commentary without committing the body for addressing the question.

Procedure for calling the question:

Votes are provided with (1) thumbs up, (2) thumbs sideways, and (3) thumbs down.

The votes are interpreted as follows:

- Thumbs up is counted as "yes", assent, or affirmative.
- Thumbs sideways is present but not voting or indecision
- Thumbs down is counted as "no" dissent, or negative.

Dissenters may be asked if they are open to discussing their vote. The committee will seek to have everyone's vote either "thumbs up" or "thumbs to the side"; if not, the rules described in the SLC School District Shared Governance guide shall be followed."

Also, for reference: Here is the history of how this came to be codified (screenshots from Cabot's memo, 4/13/21 Notes)

What does "Thumbs up" "Thumbs Down" and "Thumbs Sideways" mean at the OC.

- We have new volunteers on Steering this year and they might not know the rules of voting in Steering
- It was a disservice to them by not giving them adequate information and training
- In the past, we strive for everyone to get a thumbs up and not move ahead if there was a single thumbs down
- It was discussed that being unanimous and having consensus is not the same and having unanimous votes does not work with large groups
- The next section has Cabot's proposal which attempts to codify the voting process in Steering

This is what I observed in my past three Steering Committee meetings on how the voting process works.

I move that the OC Steering Committee (1) acknowledges that this reflects the voting process as has been traditionally been followed, and (2) adopts this procedure as its formal process.

Procedure for motions

Guidelines

- Topics may or may not have a time limit.
- Participants shall speak only when called upon by the chair.
- Discussion shall be free-flowing with unlimited follow-up questions.
- Motions may be made as suggested commentary without committing the body for addressing the question.

Procedure for calling the question:

Votes are provided with (1) thumbs up, (2) thumbs sideways, and (3) thumbs down.

The votes are interpreted as follows:

- Thumbs up is counted as "yes", assent, or affirmative.
- Thumbs sideways is present but not voting or indecision
- Thumbs down is counted as "no", dissent, or negative.

Dissenters may be asked to explain their vote and what it would take to have them change their vote to the affirmative. Other members may press dissenters to seek unanimity.

Cabot Proposal (The proposal is attached to the minutes' email)

- Cabot made the following motion: *I move that the OC Steering Committee (1) acknowledges that this reflects the voting process as has been traditionally been followed, and (2) adopts this procedure as its formal process*
- Discussion about the motion
 - Cabot: The main reason was to codify that this is the way things work. We need to have it written down. Helpful for new people to understand the process
 - Ben D said he likes it ad that we have not had an explanation written down before.
 - Jen O asked if we want time limits? That might not let everyone speak
 - Alejandra A: Who is responsible for setting the time limits?
 - Ben R: I would like to not have time limits. Time limits are not going to be healthy for an open discussion. Are we seeking unanimity?
 - Kristan S: sometimes we do have a time limit and we are under a deadline?
 - Josceline M: Prioritization of discussion is important. If people are invited to speak. we should let people talk about what they came to talk about. Certain things need time limits
 - Niki D: Dissenters will have the opportunity to tell us why they are voting the way they are and what would help them feel better about the vote
 - Brandon G: Having a time limit bears some risk. As an example, if I really oppose something I can talk until the time limit and if someone really wants to hold something up they will just keep thumbs down. That measure is effectively blocked and all it takes is one person. There is a small potential for abuse if we have time limits
 - Julian: Under current procedures one thumbs down kills a proposal? Jen O said it does not. We try to get at least a thumbs up or a thumb sideways
 - *At this point there was an amendment made to the motion: Dissenters may be asked if they are open to discussing their vote. We will seek to have everyone vote either "thumbs up" or "thumbs to the side", but not demand it.*
 - Carolyn T: Replace 'press somebody' with 'encourage somebody'. Some conversation can be long and go on for a long time. Ask participants to gather their thoughts, speak once and be cognizant about their time
 - *At this point there was a second amendment: Dissenters may be asked if they are open to discussing their vote. The committee will seek to have everyone vote either "thumbs up" or "thumbs to the side", but not demand it.*
 - Ben D seconded the motion
 - Julian: What is the threshold for passing the motion?

- Ben D: We are looking for everyone to be on the thumbs sideways. If not then it goes to district shared governance
- *At this point there was third Amendment: "Dissenters may be asked if they are open to discussing their vote. The committee will seek to have everyone vote either "thumbs up" or "thumbs to the side"; if not, the rules described in the SLC School District Shared Governance guide shall be followed."*
- Ben D seconded the amended motion
- *At this point there was a fourth Amendment: "Dissenters may be asked if they are open to discussing their vote. The committee will seek to have everyone's vote either "thumbs up" or "thumbs to the side"; if not, the rules described in the SLC School District Shared Governance guide shall be followed."*
- Steering voted with all thumbs up

Appendix 3: Excerpts from OC Charter

C. SCHOOL GOVERNANCE

4

1. Administrative Structure: Describe the governance and administrative structures of the school, including representation of the governing board.

a. Overview – Open Classroom governance and administration

The Open Classroom is currently a charter school within the Salt Lake City School District (SLCSD). It is governed by all the rules, policies, and contracts that apply to any other public school, except to the extent that we are seeking waiver or other amendment of rules, policies, and contracts in this application.

The Open Classroom is directed through The Open Classroom Steering Body that includes staff and parent representatives as further described below. A quorum of the membership of the steering body must be present to make a decision, and decisions are made through the process of consensus. When consensus cannot be reached, decisions are made according to the concepts outlined in the SLCSD's Shared Governance Guide. If a decision still cannot be made, the Review and Adjudication procedures specified in the SLCSD's Shared Governance Guide is used.

b. Salt Lake City School District Board of Education and Superintendent

The Salt Lake School District Board of Education ("School Board") is the governing board of the Open Classroom. Authority and responsibility ultimately rest with this board. The board is responsible for the approval of Open Classroom administrators and instructors.

c. The Open Classroom Steering Body

The Open Classroom Steering Body is the Board of Trustees for the Open Classroom governing body. The Steering Body is responsible for management of the Open Classroom school. The Steering Body will, in coordination with and subject to the approval of the SLCSD:

- Develop, approve and implement policy;
- develop, approve, and implement a curriculum that complies with the state curriculum;
- develop, approve, and implement a budget;
- where hiring authority resides with the school board, make hiring recommendations to the school board (but see Part C.1.d);
- where hiring authority does not reside with the school board, hire Open Classroom staff; and
- manage all other aspects of the school.

The Open Classroom Steering Body will consist of the Principal, faculty representatives, the Steering Executive Committee, and classroom Steering representatives. Membership of the steering body will include two or more parent/guardian members than the number of school employee members.

When making decisions, the Open Classroom Steering Body will always try to reach consensus. If consensus is not reached, guidelines in the SLCSD shared governance guide will be followed.

The Steering Body delegates many of its authorities and responsibilities to the Principal, to the Open Classroom School Improvement Council (OCSIC), the Open Classroom Student Services Council (OCSSC), and the Open Classroom Steering Executive Committee. In instances where neither the Open Classroom Steering Body nor the Open Classroom Executive Committee may, as a matter of law, be permitted to review private student, faculty, or staff information, delegation to one of these groups is mandatory.

d. Open Classroom Principal

The principal is the chief administrative officer and is responsible for the day-to-day operation of the Open Classroom. The Principal is also the manager and supervisor of the teachers and staff of the Open Classroom. The Principal executes policy on behalf of the Open Classroom and will make and interpret policy as needed and authorized.

As for any school, the success of the Open Classroom's charter depends in a large part upon the principal and upon their understanding of and commitment to the Open Classroom's philosophy. It is also important for the SLCSD to have a principal who is responsive to the District's needs and requirements. It is critical that the District and the Open Classroom mutually agree on the employment of the person who fills this role.

For these reasons, this application requests important revisions and interpretations of the normal hiring and continuation processes outlined in the Salt Lake Association of School Administrators' Written Understanding ("Written Understanding"):

- The "Procedures for Vacancies and Transfers" outlined in Part X of the Written Understanding, will apply, except that the selection team will include representatives of the Steering Body, as designated by the Steering Executive Committee, and the recommendation to the School Board, under Part X.6 of the Written Understanding, will be made by the Steering Body.
- The School Board will not hire any candidate for principal of the Open Classroom other than a candidate recommended by the Steering Body

unless it first notifies the chairs of the Open Classroom Steering Body of the name and qualifications of its preferred candidate. The School Board may proceed with the hiring if it does not receive, within the lesser of six school days or fifteen calendar days of that notice, a notice indicating the Steering Executive Committee's disapproval of the proposed hire. If the School Board does receive such a notice, representatives of the School Board will meet with representatives of the Steering Executive Committee to attempt to resolve differences.

- The Open Classroom Steering Executive Committee may request to the School Board that the current Open Classroom principal be reassigned. If that occurs, representatives of the School Board will meet with representatives of the Steering Executive Committee to attempt to resolve differences. If differences cannot be resolved, the SLCDs will invoke Paragraph IV.A.3 to reassign the principal. Alternatively, at the School Board's option, it may initiate termination of the principal.

This application also acknowledges the authorities the SLCDs will have under Utah Code Annot. § 53A-1a-509 to appoint an interim director in specified circumstances. However, the Open Classroom Steering Executive Committee will be involved as early as possible in the selection process of the interim director.

e. Head Teacher

The head teacher serves in a support role for the principal, teachers, parents, and students. He or she assists teachers with instructional practices and assists teachers in supporting struggling students, while supporting parents, teachers, and students in maintaining the OC philosophy.

f. Open Classroom Teachers

The Open Classroom teachers are now and will continue to be responsible for instruction in their classroom. They are responsible for implementing and enhancing the core curriculum, and for directing and coordinating the activities of co-oping parents. They assess student progress and provide information about that progress to parents.

g. Open Classroom School Improvement Council

The Open Classroom School Improvement Council ("OCSIC") will be identical in composition to the School Improvement Councils described in the District's "Shared Governance Guide," as will be the OCSIC's parity groups. The duties, however, will differ somewhat, as described in Paragraph C.1.j.

h. 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.

i. Committees, Chairs and Members

Much of the work to support the Open Classroom is done by committees of parents and teachers. Although the committees change from time to time depending on current needs and circumstances, we expect that the Open Classroom will continue to use a committee structure to carry on most of the work supporting the school.

Parents may choose which committee to join. Parents are asked to contribute about 30 hours per year to their committee. Committee members elect a committee chair and co-chair annually.

j. Consistency with District's Shared Governance Guide

The roles of each governance participant are similar to those outlined in the SLCSD's "Shared Governance Guide," with the Open Classroom Steering Body serving as the School Community Council ("SCC"). However, because the Open Classroom is a charter school, a few departures from that guide are necessary:

- The principal drafts site goals and objectives, as described in the Shared Governance Guide, for approval by the Steering Body.
- The principal drafts a budget for review and approval by the Open Classroom Budget Committee and then the Steering Body.
- Hiring of teachers is as described in Part E.1
- The Steering Body may select additional assessment tools to evaluate student achievement. A decision to use additional assessment tools shall be research-based or otherwise appropriately supported.

- The SIC provides notice of its decisions to the Steering Body, which may choose to consider and vote on any such decision.
- The duties of the "councils" (e.g., in the descriptions of the responsibilities of the SIC and the SCC), are instead the duties of the Steering Body.
- The Steering Body may consider and vote on any issue that is delegated to another body, provided that privacy concerns will not be violated.
- All participants decide all issues on the basis of "what is in the best interest of the students."

2. 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.

3. Chief Administrative Officer: Provide the name and describe the qualifications of the chief administrative officer.

The Chief Administrative Officer is the Principal of the Open Classroom Charter School, and is recruited using criteria and procedures the SLCSB has established for hiring principals, as modified under Paragraph C.1.d above. The Principal is recruited and hired based on a recommendation by a hiring committee established by the Steering Body, with the approval of the SLCSB's School Board or its designee.

4. Parent Involvement: Describe how parents will be involved in establishing and reviewing policies, procedures, and programs, including the school's curricular and instructional program.

Parents have, in coordination with faculty, acted to strengthen, enrich, and enhance the classroom curriculum at the Open Classroom since 1977. In addition, the Open Classroom Steering Body has participated in the development of classroom and school policy.

Parents of Open Classroom students are involved in the Open Classroom school in three ways: co-oping in the classroom, attendance at parent meetings, and participation on an Open Classroom committee.

Parent Co-oping: Parents generally co-op in the classroom for three hours each week (see Part L.1 for more information about co-oping). Parents are active participants in the classroom learning community. This level of involvement in turn fosters parental involvement in whole child learning.

Parent meetings: Each classroom, or team, has a parent meeting five or six times throughout the school year. These meetings give parents an opportunity to discuss children, whole child learning and curriculum, policies, and procedures. Part of each parent meeting is devoted to discussing current Steering and community matters and seeking feedback and input from parents. Other suggestions and/or concerns raised in the parent meetings are brought to the Open Classroom Steering Body for consideration. This information helps guide discussions for our yearly School Improvement Plan.

Participation on an Open Classroom Committee: Parents select a committee to serve on. Committees address issues ranging from curriculum, physical education, and the arts to issues about the building and grounds.

Parents are invited and encouraged to attend Open Classroom Steering Body meetings where policies, procedures, curriculum, and instruction are regularly discussed.

5. Communication with Parents: Describe the procedures for notifying parents of their opportunities or obligations for involvement.

Communication with parents regarding their opportunities for involvement is extensive and multilayered. Following are descriptions of some of the more significant methods:

- The application process begins with a family's orientation. Tours and agreements assure that parents understand their opportunities, their

obligations for involvement (in the absence of a waiver; see Part L.1), and alternatives available to them.

- New family orientation meetings are held for families who are new to the Open Classroom. These orientations include information about school philosophy, policies, co-opting, committees, and other opportunities to participate.
- Weekly Parent Letters sent by teachers via email include classroom business, current and upcoming events, and a weekly schedule. Weekly principal emails are also sent to the community
- Regular parent meetings allow for discussion of this information.
- Monthly Steering Meetings provide additional opportunities for communication and decision making.
- The Open Classroom Community News is the newsletter provided to parents electronically or by paper. Published regularly, the newsletter highlights student and classroom activities and upcoming events.
- Bulletin boards provide current information.
- The Open Classroom Handbook is provided online at ocslc.org. The Handbook outlines the general expectations, policies, and procedures of the OC.

6. Complaints: Describe the procedures for receiving and responding to parent complaints.

The Open Classroom's Problem Solving Procedure is outlined in the Handbook which is provided online. The Problem Solving Procedure gives parents a number of options for addressing any concerns. The Procedure suggests taking the following steps in order, but also allows parents to go directly to whomever they need when problem solving. The Problem Solving Procedure suggests that parents:

- Address the problem directly with the relevant person.
- Contact the Community Support Representative.
- Depending upon the nature of the concern, contact the Steering Chair(s), the Head teacher, or the Principal; and
- Address the Steering Body.

Finally, parents are urged to bring any concerns, including concerns about personnel and legal matters, only to the principal if there are privacy issues involved.

D. STUDENTS