

Meeting Notes for the Open Classroom Steering Committee

Meeting Date and Format: 03-08-2022 @ 6:30pm ZOOM 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 Polk (Kirsten)
Co-Chair (SY 2022-23)	Tim Kryselmire	K	Cabot Nelson (Amber)	5/6	Ari Green (they/them) (Chantelle)
Past Chair (SY 2022-23)	Aliska Julian	1/2	John Hall (Tina B)	7/8	Jerry Silver & Carolyn Cox (Julian)
Vice Chair (SY 2023-24)	Alejandra Acosta	1/2	Sam Hubble (Tina M)	7/8	Virginia Ward (Lena)
Secretary (SY 2023-24)	Josceline Mascarenhas	1/2	Megan Curtis (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	Shelly Marston
Steering Exec Teacher Rep	Tina Bond	3/4	Christine Mahler (O'Lynn)	Teacher Rep – Middles	James Smith
		3/4	Melissa Lyon West (Mia)	Teacher Rep – Uppers and Muppers	Hilary Ward

Additional Attendees:

- Heber Stohel – Head Custodian
- Chandra Barnett and Maezali Barnett (8th grade)

Agenda (*linked to notes*)

1. Information items:

- [Introductions](#)
- [Announcements](#)
- [Calendar items](#)
- [Acknowledgments](#)
- [PFOE Budget Report – Treasurer](#)
- [Procedural Note](#)

2. Discussion items:

- Food Drive
- [Executive Election in Spring 2022](#)
- [2nd Half-Day Pre-K Proposal](#)
- [Budget and Enrollment update](#) (by Christine)
- [2022-23 Configuration update](#) (by Christine)
- New Head Custodian Announcement

3. Voting items:

- [Approval of February Steering Minutes \(02-08-2022\)](#)

4. Any other items: NA

5. **Next Meeting:** April 12, 2022

MEETING NOTES

Voting Outcomes:

Steering voted to approve: 1) the February 8, 2022 Steering minutes, and 2) the 2nd Half-Day Pre-K Proposal

Key takeaways and/or Action Points:

- 1) Congratulations to Heber Stohel, our New Head Custodian!
- 2) We will start interviewing for the Night Custodian position.
- 3) Action: March 21-25: Donate to 8th grader Maezali's 'Food Drive for the Homeless': Please drop in donation boxes placed around the school. Most needed items: Water bottles, juice boxes, crackers, canned chili or beans, nut butter, individual snacks, small rice bags, canned fruit.
- 4) Action: Shoe Drive: On Fridays, handoff gently-used rubber-soled shoes to Traffic volunteers at drop-off and pickup. There's a collection bin by the office. Please pair shoes (tying laces or with rubber band).
- 5) Key dates: see highlighted on page 3 of this document.
- 6) Action: Steering Reps and parents, please email exec@ocslc.org with nominations and/or self-nominations for the Steering Exec Election latest before the 4/12 Steering Meeting.
- 7) Action: Exec Nominees to attend 4/12 Steering Meeting to introduce themselves + 5/10 Steering Meeting for the election. Exec Responsibilities are provided under [Appendix 3](#).
- 8) 2022-2023 Configuration will be updated by SIC by April 12 Steering; current proposal detailed in notes.
- 9) **Next Steering Meeting**: April 12, 2022 (Zoom). All are welcome to attend.
- 10) Action: Steering Reps: Please read through the notes and then discuss key points at parent meetings.

Minutes:

1. Information Items

a. **Introductions:** Expectations set by Alejandra, and all attendees introduced themselves.

b. **Announcements:**

1) **Congratulations to Heber Stohel, our new Head Custodian.**

- a. Heber shared: "One of the things I love about the OC is that I love getting to know the kids and get to teach cross-stitch in class (something not another school in the district might let me do). I represent the entire custodial staff. I have been at Salt Lake City School District for 38 years, and have been a Head Custodian for 7 years before."
- b. Christine shared: We're going to be in great hands and appreciate everything Heber does. We will start looking to interview candidates for Heber's newly vacated night custodian post.
- c. Virginia shared a framed cross-stitch project that her student did in Heber's cross-stitch class.

2) **Maezali Barnett (8th grade) is holding a food drive for homeless people as her 8th grade project.**

- a. Goal: Maezali has observed the growth of homeless populations at home and around the world. She wants to make sure the homeless people around us here in Salt Lake City have food in their tummies when they go to sleep. Donation boxes will be placed around the school. The food will be taken to Crossroads Urban Center, and they will distribute it to the homeless people they work with.

- b. **Action: March 21-25: OC Community members: Please donate to Maezali's 'Food Drive for the Homeless' – donation boxes around the school. Most needed foods: Water bottles, juice boxes, crackers, canned chili or beans, nut butter, individual snacks, small rice bags, canned fruit.**
- 3) **Shoe Drive: Action: OC Community members: On Fridays, handoff gently-used shoes (rubber soles) to Traffic volunteers during drop-off and pickup for the Shoe Drive. There's also a collection bin outside the office. Please pair shoes (tying laces or with rubber band).**
- c. **Calendar Items** See projected calendar for SY 2021-22. Steering Reps, please share with your classes the upcoming dates (highlighted yellow).

Date	Event	Comments
03/12/22, Saturday	St. Patrick's Day Parade	
03/21 to 03/25	Food Drive for the Homeless, by 8 th grader Maezali Barnett	
03/22/22, Tuesday	Prospective Parent Information Night	ZOOM Tour! 6:30-7:30pm
03/25/22, Friday	EARLY RELEASE at 01:30pm	EARLY RELEASE at 01:30pm
03/28/22, Monday – 04/01/22, Friday	SPRING RECESS – NO SCHOOL	NO SCHOOL
04/07/22, Thursday	Talent Show!	
04/11/22, Monday	Deadline to submit your Yearbook orders	
04/12/22, Tuesday	Steering Meeting at 6.30 pm on Zoom	Exec Election Nominees, come introduce yourselves
04/19/22, Tuesday	Asynchronous student day	Students study at home
04/12/22, Tuesday	OC Tour via Zoom (10:00am – 11:00am)	Tell your friends!
04/26/22, Tuesday	OC Tour via Zoom (06:30pm - 07:30pm)	For the Zoom link, they need to RSVP at oclslc.org 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)	For the Zoom link, they need to RSVP at oclslc.org under Upcoming School Tours, and complete the form.
05/24/22, Tuesday	OC Tour via Zoom (06:30pm - 07:30pm)	
05/30/22, Monday	MEMORIAL DAY – NO SCHOOL	NO SCHOOL
06/02/22, Thursday	8th grade Graduation	
06/03/22, Friday	LAST DAY OF SCHOOL!	EARLY RELEASE at 01:30pm
06/06/22, Monday	Emergency make-up day, if needed	

d. 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
Alejandra	Teachers and staff	For the hard work they have put in these two years, and for their support, in getting our kids through these challenging times
Christine Marriott	Parents getting on the co-opping lists	It's been a long time since we have co-oped. Our teachers are excited to have co-oppers back in the building starting this week on a limited basis.
Melody Berg	Leadership of this committee	For preparing these meetings
Kat Nokes, Alejandra, Melody Berg	Para-pro Marie, Parent Christina Webb, and Office Assistant Ruby	For organizing the lost and found area and making it so easy to access, and also for posting on Facebook

e. **PFOE Budget Report: Provided by the Treasurer** (See [Appendix 2](#))

- 1) Alejandra shared the update on behalf of our treasurer Maile
 - a. Merchandise expenses charged
 - b. Donations have come in online and through cash and check.
 - c. Art supplies budget updated to reflect the latest.

f. **Procedural Note (retained in every meeting)**

Anyone making a motion will address the Secretary and dictate the exact statement of their motion that they want captured into the meeting notes before the motion is seconded and/or discussed to be voted upon. Amendments will be similarly dictated and/or confirmed by the Secretary. The Secretary will read out the final version of the motion prior to the vote commencing.

2. Discussion Items

a. **Executive Election in Spring 2022**

- 1) See [Appendix 3](#) for details about Steering Exec commitments.
- 2) **Action: Steering Reps:** At your parent meetings this month, please discuss the upcoming Exec Election and ask parents to send nominations (with consent of the nominee) to exec@ocslc.org anytime by the 4/12 Steering meeting. We have had no nominations so far. Current Steering Reps are also invited to apply.
- 3) Elections will be under the current charter, voted in by the Steering Body to a 3-year term.

- **Six** volunteer parent members, holding **3-year terms**, elected by the Steering Body.
- Work with the **Principal** and a **Teacher Rep**.
- Meet **2x a Month (mostly on Zoom)** plus **Steering**.
- **Feb/March/early April, latest by April 12:** Candidates are nominated, or nominate themselves.
- **April:** Candidates introduce themselves at the Steering meeting. **(Tues, April 12, 2022)**
- **May:** Elections occur during the May Steering Body meeting. **(Tues, May 10, 2022)**
- We have **One (1)** position up for **election**.

b. **2nd Half-Day Pre-K Proposal**

- 1) **Proposal details (summary shared and questions answered):**
 - a. **Need:** Pre-K has consistently had a waitlist for several years. There are currently 13 kids on the waitlist. On every tour we have had, families were disappointed that our Pre-K was full, so there may be more interest than on the waitlist. Almost all our Pre-K families feed into kindergarten, and with two classes, we could easily fill a K class. More families want full-day, we are the only full-day program in the district. Other pre-Ks charge \$880 a month, so people see value in our program. We currently charge \$275/month for half-day and \$525/month for full-day
 - b. **Class size:** Currently, we have 16 kids in the Pre-K. There are enough applicants for 16 full-day Pre-K kids, and we would have enough to fill 13-16 kids into the new Pre-K classroom.
 - c. **Staffing:** Joey is our full-time contract pre-K instructor, and she would teach full-day pre-K and oversee half-day planning. The half-day Pre-K would be staffed by a separate half-day Pre-K contract staffer.
 - d. **Location:** We will have K, Pre-K, and littles in the hallway where K and Littles currently are. This will be possible because we are rearranging classes across other grades
 - e. **Monthly fee:** It will be \$275 for half day and \$550 for full day next year.

- 2) **Current proposal status:**
 - a. The proposal was reviewed and approved by SIC and Steering Exec.
- 3) **Feedback: Alejandra:** As a parent, I am excited for this. This will fill the pipeline for more students. We have a child going into preschool.
- 4) **Question: Megan: Will the rearranging of classes affect class sizes for older classes?**
 - a. Christine confirmed that it won't affect size of other classes. Pre-K is a fee-based program, where fees cover staffing and supplies for Pre-K
 - b. This is expected to positively impact older grades, because we will have these kids fill our K seats and we will see the benefits later
- 5)

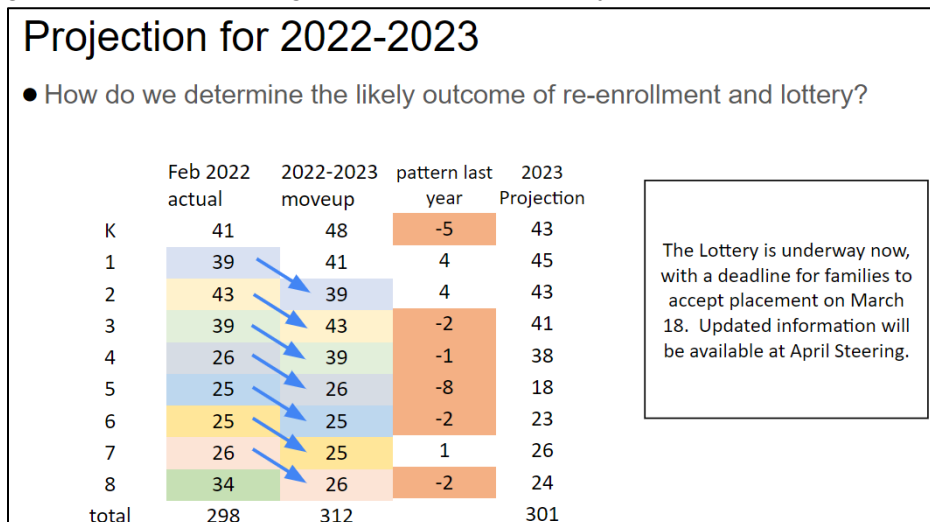
Motion text/statement	Motion by	Seconded by	Comments and Discussions	Steering Vote and Decision
To move the voting for the 2 nd Half-Day Pre-K Program to tonight's voting items	Joe Gibbs	Tim Kryselmire	The motion was made because we have more applicants in the pre-K right now than we have slots available, so it would be timely if this is approved. We have enough kids applying to fill two classes.	Unanimous vote to approve

c. Budget and Enrollment update by Christine:

- 1) Slide shared by Christine (See [Appendix 4](#))
- 2) Enrollment numbers are steady, if we lose students, they are being replaced.
- 3) 95% families are back in-person with 5% staying remote.
- 4) When class sizes get too low, we don't get enough budget to cover salaries and operating costs. We are in the red for budget this year between \$50,000 to \$100,000, which is less than last year. We will have some Covid money next year, and some came in this year, but not enough to cover the deficit.
- 5) Because we are in the red in the budget, we have to make the most painful decision of reducing staff.

d. 2022-2023 Configuration update by Christine:

- 1) Staff reduction will be done through the Salt Lake City District process. All our teachers are career teachers and the 2.5 teachers we have to cut will be surplus-ed to the district, and will find employment in other district schools.
- 2) We should have the staffing and configuration update by April 12 Steering.
- 3) Christine explained how the projection for 2022-23 is done (slide below). We based this on the current year grade numbers moving to the next class next year.



- 4) Lottery is underway and deadline to accept placement is March 18

- 5) Current proposed configuration: Christine presented the slide (see below)
- 1 half-day K
 - 1 full-day K
 - Three 1/2 blends
 - Two 3/4 blends
 - It creates 2/3 blend and 4/5 blend
 - Three 6-7-8 blends

Current Proposed Configuration for 2022-2023

The SIC (School Improvement Committee) has developed this proposed configuration for 12 classrooms. This creates a 2/3 and a 4/5 blend to balance class sizes. This will be revisited to confirm as re-enrollment and lottery information become more certain. This reflects the projected class sizes after reducing teaching staff by 2.5 positions in the gen ed classrooms.

		K	1	2	3	4	5	6	7	8	Class Size
0.5 Teacher →	1	43	45	43	41	38	18	23	26	24	20
	2	20									23
	3	23									25
	4		15	10							25
	5		15	10							25
	6			13	12						25
	7				14	14					25
	8				15	13					28
	9					11	18				29
	10							7	9	8	24
	11							8	9	8	25
0.5 Teacher →	12							8	8	8	24

- 6) **Question: Josceline: Why do we have a Feb 15 lottery run and a March 18 decision deadline, whereas other charter schools give your 24-48 hours after lottery results are declared to decide if you want to be at their school and then move to the next family on their waitlists?**
- Nicole is currently reaching out to lottery families to confirm interest and get waitlisted families in.
 - That is a good point, because families who really want our school as a first choice will respond yes.
- 7) **Question: Aliska: Will there be Muppers?**
- They get absorbed into Middles and Uppers
 - Another potential configuration considered involves a math teacher moving around homerooms.
- 8) **Question: Aliska: Do we have input on this, or will SIC make the decision?**
- We need to be nimbler in accommodating numbers based on applicants. So SIC will decide here.
 - Once we have better numbers in coming years, we can revisit a larger discussion.
- 9) **Question: Aliska: In a 2/3 blend, would the 3s be Littles?**
- They may align either with Littles or Middles – depends on staff members and class sizes
- 10) **Question: Alejandra: Will this make it difficult for current older kids in each blend to know (and when they will know) who teachers for next year will be**
- By mid-May, we should know the blends
 - By June, you will know who your teacher is and what blend your student is assigned to
 - This is going to be a hard task for SIC this year.
- 11) **Question: Hilary: When was the current proposed configuration decided?**
- At the SIC before last week. There have been other configurations discussed.

3. Voting Items

How we vote: thumbs up (yes), thumbs down (no), thumbs sideways (not voting/indecision)

Motion text/statement	Motion by	Seconded by	Comments and Discussions	Steering Vote and Decision
a. Approval of the steering minutes for February 8, 2021 Motion to approve the Steering Minutes from 02/08/22	(Not needed as it is on agenda)	(Not needed as it is on agenda)	The minutes were distributed in advance	Unanimous vote to approve
b. Approval of 2nd Half-Day Pre-K Motion to approve the 2 nd Half-Day Pre-K	Hilary	Aliska		Unanimous vote to approve

4. Any other items:

- Christine: If you want Steering meetings in person, let us know. It is a possibility we could consider now that co-oppers are back in class. For now, it is on Zoom.

Motion text/statement	Motion by	Seconded by	Comments and Discussions	Steering Vote and Decision
Motion to adjourn	NA since on agenda	NA since on agenda		NA since on agenda

2. Next meetings:

- April 12, 2022
- May 10, 2022

Appendix 1: Motions

Motion text/statement	Proposed by	Seconded by	Steering Vote and Decision
To move the voting for the 2 nd Half-Day Pre-K Program to tonight's voting items	Joe Gibbs	Tim Kryselmire	Voted to approve (All thumbs up)
Motion to approve the Steering Minutes from 02/08/22	(Not needed as it is on agenda)	(Not needed as it is on agenda)	Voted to approve (All thumbs up)
Motion to approve the 2 nd Half-Day Pre-K	Hilary	Aliska	Voted to approve (All thumbs up)

Appendix 2: PFOE Budget Update

2021-2022 Open Classroom PFOE Budget

UPDATED: 3/4/22 by Maile Cowley

*Reimbursed for receipts only, no prepay checks.

Teacher Support						V&PA Classrooms (\$200 per classroom)				
*Teacher support checks: \$4/month/child plus \$300 (except 1/2day K, \$3/mo/child) as per Steering, Sept 2010						Teacher	Budget	Expenses	Balance	
Grades 1-8	Teacher	Student #	Total \$ ((#x4x8)+300) except 1/2 day K	Expenses	Remaining Balance	Amber	\$200.00	\$0.00	\$200.00	
1/2 K	Amber	17	\$ 708.00	\$ 47.00	\$ 661.00	Chantelle	\$200.00	\$0.00	\$200.00	
Full K	Jamie	22	\$ 1,004.00	\$ 109.50	\$ 894.50	James	\$200.00	\$0.00	\$200.00	
1-2	Amanda	20	\$ 940.00	\$ 76.44	\$ 863.56	Jamie	\$200.00	\$200.00	\$0.00	
1-2	Shelly & Kristin	20	\$ 940.00	\$ 76.44	\$ 863.56	Kirsten	\$200.00	\$0.00	\$200.00	
1-2	Tina B.	19	\$ 908.00	\$ 161.99	\$ 746.01	Mia	\$200.00	\$0.00	\$200.00	
1-2	Tina M.	20	\$ 940.00	\$ 54.00	\$ 886.00	O'Lynn	\$200.00	\$0.00	\$200.00	
3-4	James	23	\$ 1,036.00	\$ 50.66	\$ 985.34	Tina M.	\$200.00	\$0.00	\$200.00	
3-4	Mia	21	\$ 972.00	\$ 225.29	\$ 746.71	1/2's (Tina B, Amanda, Sheltin)	\$600.00	\$254.30	\$345.70	
3-4	O'Lynn	22	\$ 1,004.00	\$ 177.08	\$ 826.92	Uppers (Hilary, Julian, Lena)	\$600.00	\$254.44	\$345.56	
5-6	Chantelle	23	\$ 1,036.00	\$ -	\$ 1,036.00	Totals	\$2,800.00	\$708.74	\$2,091.26	
5-6	Kirsten	27	\$ 1,164.00	\$ -	\$ 1,164.00	INCOME - Fundraisers				
7-8	Hilary	18	\$ 876.00	\$ -	\$ 876.00	Walk-a-thon	\$17,432.42			
7-8	Julian	21	\$ 972.00	\$ -	\$ 972.00	Art Stroll	\$0.00			
7-8	Lena	21	\$ 972.00	\$ 233.00	\$ 739.00	Misc Fundraisers	\$609.16			
K-8	Learning Support	38	\$ 1,516.00	\$ 29.95	\$ 1,486.05	Total	\$18,041.58			
Teacher Support Total		Student #	Budgeted Amount	Expenses	Remaining Balance	INCOME - Other				
*Learning Support student # not included		294	\$ 14,988.00	\$ 1,241.35	\$ 13,746.65	Yearbook	\$989.18			
Committees & Activities						8th Grade FT	\$964.58			
Committee or Activity		Budget	Expenses	Remaining Balance	Merchandise					
8th Grade Field Trip		\$ 2,500.00	\$ -	\$ 2,500.00	- \$1,353.03					
Cafeteria		\$ 200.00	\$ -	\$ 200.00	Kroger					
Community Connections		\$ 450.00	\$ 151.01	\$ 298.99	Emp Match					
Community Support		\$ 740.00	\$ -	\$ 740.00	Total					
Fundraising		\$ 100.00	\$ 41.65	\$ 58.35	\$600.73					
Graduation		\$ 1,750.00	\$ -	\$ 1,750.00	Grants					
Philosophy		\$ 285.00	\$ -	\$ 285.00	Garden Grant Balance		\$4,135.17			
Publicity		\$ 1,005.00	\$ -	\$ 1,005.00	Total		\$4,135.17			
Sports Lower		\$ 1,050.00	\$ -	\$ 1,050.00	2021-2022 PFOE ACCOUNT BALANCE					
Sports Middle		\$ 3,160.00	\$ -	\$ 3,160.00	Total Budget (Gross Income Goal) \$ 34,871.00					
Sports Upper		\$ 3,793.00	\$ -	\$ 3,793.00	Fundraisers					
Traffic		\$ 200.00	\$ 41.76	\$ 158.24	\$ 18,041.58					
Upper Science		\$ 600.00	\$ 371.30	\$ 228.70	Other Income					
V&PA Classrooms (see details in sidebar)		\$ 2,800.00	\$ 708.74	\$ 2,091.26	\$ 600.73					
V&PA Closet		\$ 1,250.00	\$ -	\$ 1,250.00	Online & Cash/Check Donations					
Garden (Grant Money)		Not included in budget. See "Grants"				\$ 2,242.96				
Committees & Activities Total		Budgeted Amount	Expenses	Remaining Balance	GROSS INCOME: \$ 20,885.27					
		\$ 19,883.00	\$ 1,314.46	\$ 18,568.54	Total income					
OPEN CLASSROOM PFOE BUDGET TOTAL		TOTAL BUDGET	TOTAL EXPENSES	TOTAL REMAINING BUDGET BALANCE	\$ 20,885.27					
		\$ 34,871.00	\$ 2,555.81	\$ 32,315.19	Total Expenses					
					\$ 2,555.81					
					NET INCOME: \$ 18,329.46					
					Net Income:					
					\$ 18,329.46					
					Grant Balance:					
					\$ 4,135.17					
					2021-2022 PFOE ACCOUNT BALANCE \$ 22,464.63					

Appendix 3: Steering Exec Election (under current 2017 charter)

1) Steering Exec: Roles Overview

Steering Executive Committee (SEC) forms a part of the School Steering Body together with the Principal, faculty representatives, and classroom Steering Reps. It is composed of:

Staff members:

- the Principal
- a Teacher Representative, who is elected annually by the faculty (can be re-elected), and the Head teacher (when applicable)

Six volunteer parent members, holding 3-year terms, elected by the Steering Body:

- a Steering Chair
- a Steering Co-Chair
- Two** Steering Vice Chairs (designated: Vice-Chair and Past Chair)
- a Treasurer, and
- a Secretary

Going into a new school year, typically: The current Co-chair (or Vice-Chair) becomes Chair, and the current Chair (or Co-chair) becomes the Past Chair, depending on the years they have left in their term.

Parents on Steering Exec agreed to adopt this approach of circulating these responsibilities so we can share our leadership experience and work better to support the Open Classroom and its needs.

At the end of this school year, Joe Gibbs' term ends, and we will have **one open place** on Exec.

2) Steering Exec: Responsibilities and Commitments

From the Charter: (section C, parts 1 and 2):

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."

Monthly Steering Body Meetings from Sep to May/June	Typically, second Tuesdays 2-3 hours each meeting
Steering Exec meetings from July to June + as needed	1st, 3rd Thursdays approx. 1 hour each to discuss school matters, committees, set agenda for upcoming Steering meetings
Review and vote as School Community Council (SCC): <ul style="list-style-type: none"> • especially over summer, when Steering doesn't meet • proposals for Exec approval, or to pass to Steering 	Time to understand and review documents and proposals (voting during Exec meetings)
Committee Coordination: <ul style="list-style-type: none"> • Over the summer, ensure that committees are staffed + chairs and co-chairs are appointed (this year, Aliska and Alejandra took on that herculean task after committee surveys were sent out) • Committee Exec Reps: Support committees, chairs (Exec members support Committees and bring their important matters to Exec, Steering, and coach and guide them as needed. To be clear, the Chairs do their own work.) 	Varies for parent Exec members based on the needs of the committee you serve (e.g., Maile, our Exec Treasurer worked really hard to organize the front and back Traffic and Outdoor lunch arrangements.)
Support the school's needs and fulfil your role on Exec. This includes attending relevant district meetings, trainings. (Tim attended the district training and shared with the rest of Exec)	Depends on needs and the initiative you take (e.g., Exec this year has been working to streamline our information flow and processes among other things. Earlier Execs did their own pieces on their own time to serve the school.)

3) Steering Exec: Elections

Here is how we elect parent members to upcoming positions on Steering Exec:

Feb/March/early April-May: Candidates are nominated, or nominate themselves. Steering Reps and teachers also nominate candidates with their permission.

We are sharing these timelines so candidates can plan on attending these meetings.

April: Candidates introduce themselves at the Steering meeting **(Tues, April 12, 2022)**.

If candidates cannot make it to this meeting, they send a blurb about themselves, and we read this into the meeting.

May: Elections occur during the May Steering Body meeting **(Tues, May 10, 2022)**

Candidates are **highly encouraged to attend** this Steering Body meeting, and take this opportunity to address the entire Steering Body shortly before they vote

Candidates are required to step out during discussion, voting, and tallying

The Steering Body discusses and votes; results are tallied and declared

Candidates are invited back in, and the results are shared with them

Steering Exec (current, outgoing, and incoming members) meets in late July/early Aug for a handover. This varies. This year, for instance, all Exec members met in June 2021 and new Exec members were briefed by the outgoing and continuing Exec members, which gave us a place to start thinking about how we wanted to contribute on Exec.

Please note the highlighted dates 4/12/2022 and 5/10/2022 above if you are a nominee – we have provided the dates in advance so you can plan on attending these meetings.

Appendix 4: Enrollment Summary as of 03-08-22 from Christine

Current as of: 2/15/2022

								Grade	Totals
Joey 1/2	4	18		O'Lynn 3	13	23			
Joey Full	11			O'Lynn 4	10				
Joey Online	3							Pre K	18
				Chantelle 5	13	25			
Amber	K (1/2)	19		Chantelle 6	12			K	41
Jamie	K (full)	22		Kirsten 5	12	25		1st	41
				Kirsten 6	13				
Amanda 1	12	21						2nd	43
Amanda 2	9			Hilary 7	8	19			
				Hilary 8	11			3rd	39
Sheltin 1	13	22							
Sheltin 2	9			Julian 7	10	22		4th	27
				Julian 8	12				
Tina B 1	10	20						5th	25
Tina B 2	10			Lena 7	8	19			
				Lena 8	11			6th	25
Tina M 1	6	21							
Tina M 2	15							7th	26
James 3	14	22						8th	34
James 4	8								
Mia 3	12	21							
Mia 4	9							K-8 Students	301

	Students	Average
K	41	20.50
1/2	84	21.00
3/4	66	22.00
5/6	50	25.00
7/8	60	20.00
Total	301.00	21.50