

Meeting Notes for the Open Classroom Steering Committee

Meeting Date and Format: 04-12-2022 @ 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/substituted by Shelly Marston	3/4	Christine Mahler (O'Lynn)	Teacher Rep – Middles	James Smith
		3/4	Melissa Lyon West (Mia)	Teacher Rep – Uppers and Muppers	Lena Foster

Additional Attendees:

- Aileen Hampton, parent, considering nomination to the Steer
- Mindy Lokey – Chair of the Charter Renewal Committee

Agenda (linked to notes)

1. Information items:

- Introductions
- Announcements
- Calendar items
- Acknowledgments
- PFOE Budget Report – Treasurer
- Procedural Note

2. Discussion items:

- Executive Election in Spring 2022 – Nominee Introductions
- Charter Updates
- Budget and Enrollment update (by Christine)
- 2022-23 Configuration update (by Christine)
- Land Trust Update (by Christine)

3. Voting items:

- Approval of March Steering Minutes (03-08-2022)

4. Any other items: NA

5. Next Meeting: May 10, 2022

MEETING NOTES

Voting Outcomes:

Steering voted to approve: 1) the March 8, 2022 Steering minutes

Minutes:

1. Information Items

- a. Introductions:** Expectations set by Tim Kryselmire, and all attendees introduced themselves.
- b. Announcements:**
- (i) Shoe drive extended to June 2022:
 - a. Dropoff in bin by the office
 - b. We have 400+ pairs and are targeting 700. Reach out to friends, families, and neighbors.
 - c. Drop
 - (ii) April 19: Asynchronous Day (no students in school)
 - (iii) April 19 Fundraiser with café Zupas
 - (iv) April 28: Bake Sale for 8th Grade Service Internship to raise the roof for a Kenya school. Already raised \$700 through GofundMe
 - (v) April 30 to May 6: Online Silent Auction for the Art Stroll
 - a. Auction bidding closes at 5pm on May 6, and pickup at the Art Stroll
 - b. To donate to the Silent Auction (gift cards, products, services, experiences, skills, or items) reach out to fundraisingchair@ocslc.org
 - (vi) May 6 at 5:30: In-person Art Stroll:
 - a. Food service and booths outdoors, art stroll indoors
 - b. We're looking for Food Trucks and Booths to participate
 - (vii) Weeks of April 18 and May 23: Teacher and Staff Thank You Drinks
 - a. Description from slide
 - b. Signup to bring them a drink will be up later this week
 - (viii) May 2 - May 6: Teacher Appreciation Week
 - (ix) Yearbooks for Sale:
 - a. OC is committed to 250 yearbooks, and we're still taking orders online
 - b. Add code and price from slide
- 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
04/19/22, Tuesday	Asynchronous student day	Students study at home
04/26/22, Tuesday	OC Tour via Zoom (06:30pm - 07:30pm)	Tell your friends!
04/29/22, Friday	NON-STUDENT DAY – NO SCHOOL	For the Zoom link, they need to RSVP at ocslc.org under Upcoming School Tours , and complete the form.
05/06/22, Friday	ART STROLL EARLY RELEASE at 01:30pm	NO SCHOOL
05/10/22, Tuesday	OC Tour via Zoom (10:00am – 11:00am)	Invite your friends and family to our ART STROLL! EARLY RELEASE at 01:30pm

05/24/22, Tuesday	OC Tour via Zoom (06:30pm - 07:30pm)	For the Zoom link, they need to RSVP at ocslc.org under Upcoming School Tours, and complete the form.
05/26/22, Thursday	All-School Physics Day	
05/30/22, Monday	MEMORIAL DAY – NO SCHOOL	
06/02/22, Thursday	8th grade Graduation	NO SCHOOL
06/03/22, Friday	LAST DAY OF SCHOOL!	
06/06/22, Monday	Emergency make-up day, if needed	EARLY RELEASE at 01:30pm

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	Staff, parents, students who worked on the talent show	It was a lot of work, the turnout and concession were great. It was moving to watch everyone back in the building and it was an amazing experience. It was a great job!
Virginia	Teachers, in particular Lena	It is remarkable that she puts together so many things that are historically part of the OC experience.
	The way our community teaches our kids	My daughter had a trip and skating experience and asked if she can make a plan ahead of time to give a token of thanks to the people who have made her time at the OC special
Maile	Art Stroll team	The Talent Show was put together barely in under a month Lena: For getting it on the calendar Eric Spreng McKENNA Marie our parapro Parent volunteers who came in the last week and sold concessions Heber set it all up and worked hard on it
	Heber Stohel	We don't have a night custodian. And he is working as day custodian and filling in for the night custodian. He is great to our kids and is wonderful in our community
	Fundraising Committee	For working so hard and trying out lots of new things, including: OC Merchandise coming to fruition, and the immense work they are putting into the talent show

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

- 1) Maile shared the update
 - a. Teachers are using their budget,
 - b. Talent Show:
 - i. We raised \$622 in ticket sales and concessions, which is great
 - ii. Fundraising Committee sold over \$300 of merch at the event (first time they sold merch).

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) We have two positions available this year:
 - a. Joe is coming to the end of his term
 - b. Josceline is stepping down

Nominee Introductions:

- 2) Danielle Polk (nominated by Christine):
 - a. Steering Rep for
 - b. We have been at the OC for 8 years, and my youngest is in preschool it looks like all my children
 - c. The last two years have been hard without co-oping and knowing my community
 - d. Committees:
 - i. My second year on Steering
 - ii. I have done two years on co-oping, a year on lunch, a year on Art
 - e. It is so important to know your community and school, especially with parental involvement
 - f. Professionally, I am a child and family services case worker, and have great organizational skills
- 3) Megan Curtis (nominated by Amanda):
 - a. I am interested in Steering because I went to meetings last year as a Rep and have started attending this year from March
 - b. I love attending these meetings and would love to do more to help the school
- 4) Aileen Hampton (nominated by Exec):
 - a. I am here more as a backup plan, because it is really important to staff our parent committee, and I am happy if the other nominees get elected.
 - b. Our family has been at the OC for several years and have spent 2 years on Gardening, 2 years on Music, and a year on New Families. I have also been on the Charter Committee
 - c. I enjoy co-oping and volunteering at the Open Classroom.
- 5) Election will be on May 10, at the next steering meeting.
 - a. Steering Reps please attend so we can vote
 - b. Nominees please attend and address the entire Steering Body before the vote occurs.
- 6) Christine: Thank you everyone who accepted nominations, for working to support the school.
- 7) See [Appendix 3](#) for details about Steering Exec commitments.
- 8) 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. Charter Renewal update by Mindy Lokey

- 1) We have received one feedback item for the Charter: Thank you, we like the co-oping language and the charter language
- 2) Steering Exec section:
 - a. Has been updated to include the link to State Law and
 - b. **Action:** Mindy will check if it is one-year or two-year terms and update
- 3) District provided feedback, which we incorporated and resubmitted
- 4) In the second round, we got very specific feedback. The charter is a contract with the district, and for the OC we use it as a structure to drive governance at our school, and Christine will share this clarification with the district
- 5) 99.9% was editing feedback, which was great, and we implemented all of it.
- 6) There were two major parts for which the committee met last week and went over these items:
 - a. Response to the Principal Hiring Process: This is something many currently on Steering have participated in. The feedback from the district was that we are not specifically articulate how OC Principals are hired as an exception vs how they are hired through the rest of the district. District has already adopted processes similar to the district. We have reworded the language so it does not articulate our process as an exception to the district, but will articulate specific roles we need the Principal to perform at the OC. See screenshot below:
 - i. First bullet is updated to have an ad hoc committee, and second body elaborates
 - ii. Bullets 2, 3, 4: Two finalists and Part X.6 as per district language
 - iii. Remaining bullets: edited

For these reasons, this application requests important specifications regarding the Salt Lake Association of School Administrators' Written Understanding (Written Understanding):

- The "Procedures for Vacancies and Transfers" outlined in Part X, "School Based Vacancies, Part A: Principals" of the Written Understanding will apply with the following steps specified for the Open Classroom:
 - The list of characteristics and qualities desired in a new principal will be compiled by an ad hoc committee appointed by the steering committee, or SEC if

8



I

steering is not available.

- The selection team will include representatives of the Steering Body, as designated by the Steering Executive Committee. This team screens applicants from the pool, develops interview questions, conducts interviews, and recommends two finalists to the Superintendent of Schools, under Part X.6 of the Written Understanding.
- This application also acknowledges the authorities the SLCSD will have under Utah Code Ann. § 53G-5-502 to appoint an interim director in specified circumstances. However, the Steering Executive Committee will be involved as early as possible in the selection process of the interim director.

- b. Items moved to Appendix, since district wanted these removed from the charter but these are dear to our school, and we want them in the charter, because new families want to look at the charter and these address our philosophy as a school and how we facilitate being a community of learners.
 - i. Description of Educational Environment and Structure:
 - ii. Supporting Research
- c. Added the OC opening date, since the fact that we were operational for 44 years was struck out in the feedback.
- d. Christine confirmed that Teachers on Charter Renewal committee (all three teachers) weighed in on the charter edits
- e. Feedback:

- i. Kat Nokes: Wow, thank you keeping those sections! They really help to convey what makes the OC unique and great.
 - ii. Maile: Thank you Charter Renewal Committee!!! Your work is so valuable to our school and we appreciate all of your hard work!
 - iii. Jerry and Carolyn Cox: Mindy, great job explaining all that - well done.
 - iv. John Hall: Very clear explanation...thank you!
- f. Next steps: Edited document to be resubmitted to district and meeting with Board of Education to be setup

c. Land Trust Update

- 1) The committee met and created a plan for 2022-23:
(add the slide after editing it to \$44,000)
- 2) We have been approved for the BTS grant, which will pay for 80% of half a teacher
- 3) Land Trust Council meeting minutes can be accessed here
- 4) Allocation may be more than the expected amount, and we will have room to expend more funds from land trust if we get this additional amount. The goal is to expend all funds received on the school's improvement.

d. Budget and Enrollment update by Christine: (slides shared by Christine. See [Appendix 4](#))

- 1) Steady enrollment between 298 – 303
- 2) Thank you to Nicole Laird, Tim Philips, and everyone who works on recruitment and invites their community to our school.
- 3) Add points from the slide
- 4) Our low enrollment this year pinches next year. We are in the red this year and less funding next year, which led us to the requirement to cut teacher positions.
- 5) See Appendix 4, slide 2: We have been actively pursuing grants
 - a. Mental health support for fulltime counselor instead of half time
 - b. Digital teaching and learning used to buy student laptops
 - c. Title IV Enrichment – to hire Eric for music
 - d. ESSER 2 to be expended this year
 - e. ESSER 3: 20k expended this year and 20k next year
- 6) See Appendix 4, slide 3:
 - a. Even if two families join the school, it makes a huge difference
 - b. Question from Lena: will the BTS grant cover Jerry and Plan B for 7/8 kids next year?
 - i. They didn't cost the OC anything
 - ii. If we need funding, we can find it in ESSER 3, Land Trust funding, School Improvement funds.
- 7) See Appendix 4, slide 4: This is the slide Christine will bring back in May and ask steering to vote on in May or discuss and make recommendations around.
 - a. Action: Take this to your classrooms, especially parent meetings if you have them and get feedback. Send questions to exec@ocslc.org or Christine's email
 - b. Right now we have three 30-hour paraprofessionals for special ed and are looking to optimize that to reducing by 20 hours per week approx.
- 8) See Appendix 4, slide 5: This slide restates the configuration and staffing shared in the Principal's email from last week
 - a. We are planning on 2 PreK classes and have applications already to fill them up
 - b. If we were to get applications for more kids in the middles and fewer in the littles, we will look at teacher adjustment
 - c. Middles class sizes look high at 28, if they really come into school in August, we will have strong paraprofessionals
 - d. Muppers label might be gone for now

- e. Uppers team is working to create a program with a 5th-grade homeroom, a limited 5-6, and 7-8. Christine has confidence in these teachers (Lena, Hilary, Julian) to create a powerful program for the kids.
- f. Lena:
 - i. We will have a 5th grade parents' Zoom call
 - ii. I have been a teacher for many years and have taught across grades at the school
 - iii. 5th graders will have a homeroom and limited 6th graders for modeling
 - 1. 5th graders will have lockers next to each other
 - 2. They will go to lunch first
 - 3. They share classes for Math
 - 4. They will have some rotation (add from recording)
 - 5. Parents can email suggestions and questions
- g. Question: Ari: How much are you talking to kids about this, and do they know?
 - i. We are still deciding on who gets the homeroom and students will know once this is finalized and emailed out

9) See Appendix 4, slide 6: Thanking Amber, Kristin, Kirsten

e. 2022-2023 Configuration update by Christine: Christine shared the slide below and talked us through the proposed configuration

Projecting 310 students with average class size 25.8

ESSER III (Covid Relief funds) will be used to provide adequate paraprofessional support where needed, i.e., 3.5 teachers in 4 littles homerooms, large class sizes in the middles, 4-grade span in the uppers

Class and Teacher	Avg Class Size	Notes
1 Full Day Kindergarten; Tina Montoya	23	
1 Half Day Kindergarten; Mia	23	Mia will be the Cares Interventionist half time
3 Littles; Jamie, Amanda, Tina B	23	
1 Littles at half time; Shelly	23	Shelly will be the Literacy Specialist half time
3 Middles; O'Lynn, James, Chantelle	28	
3 Uppers; Lena, Hilary, Julian	29	The Uppers team will create a program to include a 5 th grade homeroom, with limited mixing of the 5 th grade with the other uppers grades. Stay tuned for details if you have a rising 5 th or 6 th grader

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 March 8, 2021 Motion to approve the Steering Minutes from 03/08/22	(Not needed as it is on agenda)	(Not needed as it is on agenda)	The minutes were distributed in advance	Unanimous vote to approve

4. Any other items:

Motion text/statement	Motion by	Seconded by	Comments and Discussions	Steering Vote and Decision
Motion to adjourn	Joe Gibbs	Kat Nokes		Unanimous vote to adjourn

2. Next meetings:

1. May 10, 2022
2. June 14, 2022 if needed
(declared on May 10 typically)

Appendix 1: Motions

Motion text/statement	Proposed by	Seconded by	Steering Vote and Decision
Motion to approve the Steering Minutes from 03/08/22	(Not needed as it is on agenda)	(Not needed as it is on agenda)	Voted to approve (All thumbs up)
Motion to adjourn	Joe Gibbs	Kat Nokes	Unanimous vote to adjourn

Appendix 2: PFOE Budget Update

2021-2022 Open Classroom PFOE Budget

UPDATED: 4/8/22 by Maile Cowley

*Reimbursed for receipts only, no prepay checks.

Teacher Support					
*Teacher support checks: \$4/month/child plus \$300 (except 1/2day K, \$3/mo/child) as per Steering, Sept 2010					
Grades 1-8	Teacher	Student #	Total \$ ((#x4x8)+300) except 1/2 day K	Expenses	Remaining Balance
1/2 K	Amber	17	\$ 708.00	\$ 242.89	\$ 465.11
Full K	Jamie	22	\$ 1,004.00	\$ 220.18	\$ 783.82
1-2	Amanda	20	\$ 940.00	\$ 76.44	\$ 863.56
1-2	Shelly & Kristin	20	\$ 940.00	\$ 76.44	\$ 863.56
1-2	Tina B.	19	\$ 908.00	\$ 223.66	\$ 684.34
1-2	Tina M.	20	\$ 940.00	\$ 54.00	\$ 886.00
3-4	James	23	\$ 1,036.00	\$ 50.66	\$ 985.34
3-4	Mia	21	\$ 972.00	\$ 225.29	\$ 746.71
3-4	O'Lynn	22	\$ 1,004.00	\$ 705.14	\$ 298.86
5-6	Chantelle	23	\$ 1,036.00	\$ -	\$ 1,036.00
5-6	Kirsten	27	\$ 1,164.00	\$ -	\$ 1,164.00
7-8	Hilary	18	\$ 876.00	\$ 134.00	\$ 742.00
7-8	Julian	21	\$ 972.00	\$ -	\$ 972.00
7-8	Lena	21	\$ 972.00	\$ 441.97	\$ 530.03
K-8	Learning Support	38	\$ 1,516.00	\$ 102.59	\$ 1,413.41
Teacher Support Total		Student #	Budgeted Amount	Expenses	Remaining Balance
*Learning Support student # not included		294	\$ 14,988.00	\$ 2,553.26	\$ 12,434.74
Committees & Activities					
Committee or Activity			Budget	Expenses	Remaining Balance
8th Grade Field Trip			\$ 2,500.00	\$ -	\$ 2,500.00
Cafeteria			\$ 200.00	\$ -	\$ 200.00
Community Connections			\$ 450.00	\$ 151.01	\$ 298.99
Community Support			\$ 740.00	\$ -	\$ 740.00
Fundraising			\$ 100.00	\$ 41.65	\$ 58.35
Graduation			\$ 1,750.00	\$ 258.55	\$ 1,491.45
Philosophy			\$ 285.00	\$ -	\$ 285.00
Publicity			\$ 1,005.00	\$ 63.78	\$ 941.22
Sports Lower			\$ 1,050.00	\$ -	\$ 1,050.00
Sports Middle			\$ 3,160.00	\$ -	\$ 3,160.00
Sports Upper			\$ 3,793.00	\$ 655.08	\$ 3,137.92
Traffic			\$ 200.00	\$ 41.76	\$ 158.24
Upper Science			\$ 600.00	\$ 639.48	\$ (39.48)
V&PA Classrooms (see details in sidebar)			\$ 2,800.00	\$ 807.13	\$ 1,992.87
V&PA Closet			\$ 1,250.00	\$ -	\$ 1,250.00
Garden (Grant Money)			Not included in budget. See "Grants"		
Committees & Activities Total			Budgeted Amount	Expenses	Remaining Balance
			\$ 19,883.00	\$ 2,658.44	\$ 17,224.56
OPEN CLASSROOM PFOE BUDGET TOTAL			TOTAL BUDGET	TOTAL EXPENSES	TOTAL REMAINING BUDGET BALANCE
			\$ 34,871.00	\$ 5,211.70	\$ 29,659.30

V&PA Classrooms (\$200 per classroom)			
Teacher	Budget	Expenses	Balance
Amber	\$200.00	\$0.00	\$200.00
Chantelle	\$200.00	\$0.00	\$200.00
James	\$200.00	\$0.00	\$200.00
Jamie	\$200.00	\$200.00	\$0.00
Kirsten	\$200.00	\$0.00	\$200.00
Mia	\$200.00	\$0.00	\$200.00
O'Lynn	\$200.00	\$56.24	\$143.76
Tina M.	\$200.00	\$0.00	\$200.00
1/2's (Tina B, Amanda, Sheltin)	\$600.00	\$254.30	\$345.70
Uppers (Hilary, Julian, Lena)	\$600.00	\$296.59	\$303.41
Totals	\$2,800.00	\$807.13	\$1,992.87

INCOME - Fundraisers	
Walk-a-thon	\$17,432.42
Art Stroll	\$0.00
Talent Show	\$621.63
Misc Fundraisers	\$609.16
Total	\$18,663.21

INCOME - Other	
Yearbook	\$1,009.18
8th Grade FT	\$964.58
Merchandise	-\$985.77
Total	\$987.99

Grants	
Garden Grant Balance	\$3,758.04
Total	\$3,758.04

2021-2022 PFOE ACCOUNT BALANCE	
Total Budget (Gross Income Goal)	\$ 34,871.00

Fundraisers	\$ 18,663.21
Other Income	\$ 987.99
Online & Cash/Check Donations	\$ 2,417.53
GROSS INCOME:	\$ 22,068.73

Total income	\$ 22,068.73
Total Expenses	\$ 5,211.70

NET INCOME:	\$ 16,857.03
--------------------	---------------------

Net Income:	\$ 16,857.03
-------------	--------------

Grant Balance:	\$ 3,758.04
----------------	-------------

2021-2022 PFOE ACCOUNT BALANCE	\$ 20,615.07
---------------------------------------	---------------------

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 meetproposals 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 04-12-22 from Christine

Current as of: 2/15/2022

Joey 1/2	4	18		O'Lynn 3	13	23		Grade	Totals
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						K-8 Students	301
Mia 4	9								

	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

Land Trust Update

Land Trust Plan for 2022-2023:

Goal

Students will demonstrate a 5% increase in math proficiency from spring of 2022 to spring of 2023 through the implementation of a coordinated curriculum across all grades and the support of a trained paraprofessional to assist in assessments, small group support, and tutoring. In addition, students will be supported in overall academic engagement through the implementation of a Positive Behavior Intervention and Supports (PBIS) team and enrichment experience of arts and music education.



Spending Plan for approximately \$40,000 Land Trust Funding

- \$10,000 Math Curriculum including student workbooks and student/teacher online licenses
- \$19,000 Paraprofessional hours to support math intervention and tutoring
- \$5,000 Teacher and Parapro training on Positive Behavior Supports and Interventions (PBIS)
- \$10,000 Matching funds for Beverly Taylor Sorenson (BTS) Arts grant half time teacher

April 12, 2022 Enrollment and Budget Update

Enrollment:

- Current enrollment is 303 students – holding steady throughout the year due to ongoing recruitment
- Average Class Sizes 22.4 overall:
 - Kinder: 21
 - Littles: 21
 - Middles: 23
 - Muppers: 25
 - Uppers: 20
- We need to average 24 students per class to break even each year
- This year we project spending in the red approximately \$50,000, which will reduce our carry forward to approximately \$100,000
- Carry forward should be more like \$250,000
- Next year's funding is based on this year's student numbers, so our funding will decrease next year by approximately \$100,000 due to low enrollment this year
- To balance our budget next year, we are eliminating 2 teacher positions from the general budget, saving approximately \$200,000
- In addition, the Land Trust Plan has changed, eliminating a half time teacher position, freeing up those funds for other priorities

April 12, 2022 Enrollment and Budget Update

More Budget Details about current year:

- Grants received this year include the following
 - Mental Health Support \$34,000
 - Full Day Kindergarten \$32,000
 - Digital Teaching and Learning \$18,000
 - Title IV Enrichment \$10,000
 - ESSER II (Covid Relief) \$81,000
 - ESSER III (Covid Relief) \$40,000
- In addition, School Improvement Funds of approximately \$170,000 pay for math and literacy intervention strategies and support (2 half time teachers, paraprofessional support)

April 12, 2022 Enrollment and Budget Update

Budget Information for Next Year:

- Funding from State and Federal sources will be lower due to lower enrollment this year (approx. \$100,000)
- Grants received this year include the following:
 - Beverly Taylor Sorenson (BTS) Art/Music \$40,000
 - Mental Health Support \$34,000
 - Full Day Kindergarten \$30,000
 - New Full Day Kindergarten Section \$30,000 – pending application
 - Digital Teaching and Learning \$18,000
 - Title IV Enrichment \$10,000
 - ~~ESSER II (Covid Relief) \$0~~
 - ESSER III (Covid Relief) \$170,000
- In addition, School Improvement Funds of approximately \$170,000 pay for math and literacy intervention strategies and support (1 half time teachers, paraprofessional support plus new Land Trust priorities)

April 12, 2022 Enrollment and Budget
Update

Budget Proposal for 2022-2023:

- 12 Regular classrooms including 1 full day and 1 half day kindergarten, 4 Littles, 3 Middles, 3 classrooms in grades 5-8
- One half time teacher covered through ESSER III to provide academic intervention support
- Add one more section of full day kindergarten if the legislative grant funding is awarded.
- Increase opportunities for music or art through the Beverly Taylor Sorenson grant (1 new half time teacher in music or art)
- Maintain current funding for library, PE, teacher supplies, field trips, and technology
- Reduce special education paraprofessional staffing by approximately 20 hours per week
- Strive for classes of 24 in K-2 and an average of 26 in grades 3-8. If needed, in July or early August, grade blend or configuration adjustments may be made to meet enrollment opportunities if more students apply.
- Continue to seek grants and new funding to pay for enrichment, mental health, full day kindergarten, technology, and general instructional expenses.
- I anticipate a balanced budget next year, with no further drawdown of carry forward.