

Meeting Notes for the Open Classroom Steering Committee

Meeting Date and Format: 05-10-2022 @ 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	Jamie Farrimond
Steering Exec Teacher Rep	Tina Bond /substituted by Jamie Farrimond	3/4	Christine Mahler (O'Lynn)	Teacher Rep – Middles	Mia Hayes
		3/4	Melissa Lyon West (Mia)	Teacher Rep – Uppers and Muppers	Chantelle Murakami

Additional Attendees:

- Aileen Hampton, Steering Committee Nominee
- Brianna McGillis – Fundraising Chair
- Randi (OC parent)

Agenda *(linked to notes)*

1. Information items:

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

2. Discussion items:

- [Steering Executive Election – Nominee Introductions](#)
- [Charter Renewal update](#)
- [OC Merch Proposal – Fundraising Committee – See Appendix 5](#)
- [Budget and Enrollment update](#) (by Christine)
- [2022-23 Configuration update](#) (by Christine)

3. Voting items:

- Exec Election
- Approval of April Steering Minutes (04-12-2022)
- Open Classroom Merch Proposal
- Steering Budget

MEETING NOTES

Voting Outcomes:

Steering voted to:

- 1) Affirm the election of Aileen Hampton and Danielle Polk to Steering Exec (term starting SY 2022-23)
- 2) Approve the OC Merch Proposal
- 3) Approve the Steering Budget
- 4) April 12, 2022 Steering minutes

Key takeaways and/or Action Points:

- 1) Key dates: see highlighted on page 3 of this document.
- 2) Our Shoe Drive ends June 2022, 282 pairs to go! Invite your family, friends, and neighbors to donate.
Drop-offs: **(i) Daily**: bin by office, **(ii) Fridays**: With Pick-up/Drop-off volunteers
- 3) Yearbooks can still be ordered through the office. They will be distributed on the last day of school.
- 4) Action: Parents, signup for your next year's (2022-2023) committee of choice using the link below:
<https://www.signupgenius.com/go/10c0f4fa9ad29aafbc07-20222023>
Committee spots are on a First-Come-First-Serve basis so sign-up ASAP. We still have spots on:
 - a. Cafeteria
 - b. Community Connections
 - c. Fundraising
 - d. Garden
 - e. Publicity
 - f. Traffic
 - g. Visual & Performing Art
 - h. Web
- 5) Our revised charter is with the district to confirm edits. Next steps: Presentation to the Board.
- 6) Under the approved OC Merch Proposal, OC t-shirts will be available for sale at the start of the next school year, ahead of Spirit Week.

Minutes:

1. Information Items

- a. **Introductions**: Expectations set by Alejandra, and all attendees introduced themselves.
- b. **Announcements**:
 - (i) Shoe drive extended to June 2022:
 - a. Dropoff in bin by the office, and with the pick-up and drop-off volunteers on Fridays
 - b. We have 282 pairs to go and are targeting 700. Reach out to friends, families, neighbors.
 - (ii) Yearbooks for sale at \$20 at the office; to be distributed in class on the last day of school
 - (iii) Committee Signup for 2022-23 is happening through Signup Genius. Please signup. It is on a First-Come-First-Serve basis so sign-up ASAP. Committees that are still available
 - a. Cafeteria
 - b. Community Connections
 - c. Fundraising
 - d. Garden
 - e. Publicity
 - f. Traffic
 - g. Visual & Performing Art
 - h. Web
 - (iv) To sign-up for committees, parents can scan the QR code or click
<https://www.signupgenius.com/go/10c0f4fa9ad29aafbc07-20222023>



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
05/23/22, Monday	Bike Rodeo after school on the playground	Coordinated by Penny. Kids can bring bikes to school and keep them locked in the garden. The police dept. will also bring bikes that kids can borrow
05/24/22, Tuesday	OC Tour via Zoom (06:30pm - 07:30pm)	Invite your friends! For the Zoom link, they need to RSVP at ocscl.org under Upcoming School Tours, and complete the form.
05/27/22, Friday	All-School Physics Day	All kids will do fun activities like the egg-drop, etc. that teachers have planned
05/27/22, Friday	Last day for Pre-K	
05/30/22, Monday	MEMORIAL DAY – NO SCHOOL	NO SCHOOL
06/02/22, Thursday	8th grade Graduation	
06/02/22, Thursday	Parent Deep-Clean Block Party Summer Cleaning Work Party – Parents invited at 3pm to help kickstart summer cleaning in classrooms, cafeteria, and locker fronts	To help and support the custodial staff
06/03/22, Friday	LAST DAY OF SCHOOL!	Ensure all library books are returned by this day. We will have a drop-box in front of the office for straggling books.
06/06/22, Monday	Emergency make-up day, if needed	EARLY RELEASE at 01:30pm
06/14/22, Tuesday	OC Tour via Zoom (06:30pm - 07:30pm)	Invite your friends! For the Zoom link, they need to RSVP at ocscl.org under Upcoming School Tours, and complete the form.

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	Everyone who helped with the art stroll, especially Maile	A lot of work went in across the OC community, and was impressed with the turnout and participation
Maile	Brianna McGillis, fundraising chair Shelly, Lena, and Eric were enormous contributors All the teachers and paraprofessionals who setup their own rooms and ran booths the entire art stroll	The Art Stroll was such a big event especially happening after so long
Christine Marriott	Jen (Librarian)	Who has spent all these years with us and created a legacy
	Barbie (Sp. Ed. Parapro)	Done wonderful work with kids in terms of academic and personal growth over the years. A very calming presence
	Johnny Foster (Parapro)	Working with our older and younger kids and has done a ton of work in aftercare
	Shanna (Aftercare)	Who has done a ton of work for us
Alejandra	Josceline and Joe	For being a part of the Exec Committee and for being a part of the team
Josceline	Art Stroll	Was very well done and helped us see after three years and remember what the committee was all about

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

Maile shared the update

- a. Art Stroll tentative amount raised \$8000+. A couple of baskets still available for auction.
- b. Asynchronous Day Zupas' fundraiser brought in \$107
- c. Teachers are spending from their budgets and that is reflected

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

- 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) Aileen Hampton (nominated by Exec):
 - a. I've been with the school for 7 years
 - b. I have a lot to bring to Steering Exec and have been on the Charter Committee and I've had experience being involved in local politics and on small boards and in teachings
 - c. It would be nice to help the school on Steering and in the discussions that guide it
- 3) Danielle Polk (nominated by Christine):
 - a. Steering Rep this year
 - b. We have been at the OC for 11 years (alum, 9th, 6th, 2nd, and starting preschool next year)
 - c. I've had a ton of committee experiences across committees over the years and have been class rep and co-op rep
 - d. Hoping to support community building after the past two hard years
 - e. Professional experience as a DCFS caseworker and can bring these interpersonal skills to Steering.

Questions/Answers

- 4) Kat Nokes' Question/Christine's answer: Nominees are not voted to specific positions. They will be voted in to the available positions
- 5) Various Steering Members commented that both candidates sound like they have great experience to bring to the table
- 6) Christine invited the Steering Body to vote/affirm the candidates as needed
- 7) Voting:
 - a. Mia made a motion to vote in and affirm the two candidates (Aileen and Danielle Polk) to Steering Exec
 - b. No need to second, since on the agenda
 - c. Unanimous vote to affirm the two candidates
- 8) Christine welcomed Aileen and Danielle to Steering Exec and will send an invitation to attend a meeting over the summer to get started

b. Charter Renewal update

Timeline

- **Feedback from last parent meeting:** Reps to discuss the Charter updates with parents and gather feedback to bring to Exec
 - **Dec or Jan Steering meetings:** Plan for Steering to vote to send the charter to the district for review
 - **Feb to March:** District reviews | **April:** OC updates and submits
 - **May-June:** District approves the charter
- 1)
 - 2) We are in the May-June timeline. We have received feedback, made edits, and are waiting from the district for next steps (further edits or presentation to the board)
 - 3) After this, the Charter Renewal Committee will be disbanded.
 - 4) The Charter Renewal Committee will be formed again after a 2-year hiatus in Year 3 from now. Year 4 will have the most work involved. Year 5, we will submit the charter for renewal again.

c. OC Merch Proposal – Fundraising Committee – See Appendix 5

- 1) Proposing to put in an order for 300 t-shirts so every student (and parents as well) have an opportunity to have these t-shirts. There will be a \$1200 profit associated. There is a demand and we have sold well at the art stroll and talent show. If we have 300 next school year ready to go, we can recover funding + profit. This allows families and students to have the t-shirts when they come into a new school year.
- 2) The proposal has been approved by SIC and Steering Exec and is brought to Steering for approval.
- 3) Randi: Observation: The return could be additional to the profit per t-shirt. We can look at t-shirts being worn in addition to fundraisers, such as on Spirit Day, where kids wear the t-shirts and donate a dollar. Randi is signed up for Fundraising and Publicity.
- 4) Question: Aileen: Will this be a different design per year like in former years?
 - a. Brianna: For now, the plan is to have the same design, we can revisit it
 - b. Maile: We are currently setting up the system, so we're not quite there with the entire setup (suppliers, printers, online Square store with district). But once we're done setting up the easy system to duplicate year-on-year, we can look at this
 - c. Jamie: Typically, we have the 8th graders designing t-shirts at the end of every year, and that is likely to continue and succeed at the end of year. This will be a year-specific design. This ongoing design will be available on an ongoing basis at the start of years for Spirit Week. The design we are using has been gifted to us by an OC alumna.
- 5) Joe: The proposal is well written and planned out. We're in a good place with the PFOE budget. So, this is a good idea.
- 6) Randi: Question: Do you have a set company that will donate to non-profits or donate on top? There are companies who will write-off the expense as a donation.
 - a. Brianna: Reached out to many companies, and they were mostly unwilling with the pandemic. The vendor Brianna finalized is offering a discount of 33% off, free shipping, and reimbursement for tax.
- 7) John Hall: Sounds great, and it is great to have a more consistent brand option that will be out in the community
- 8) Randi: Discussed safety at the school with several individuals about painting the crosswalk. Painting the crosswalk with the logo used on the t-shirt will be great with advertising. There is not much visual indication that we have a school here, making traffic safety a concern around the school. We did this in Marmalade and the Capitol Hill district. There is a budget available that can be accessed through the Mayor's initiative to make streets safer.

d. Budget and Enrollment update by Christine:

- 1) Slide shared by Christine (See Appendix 4). Enrollment at 301 students
- 2) Approved for the new pool of funds for the new full-day K class and we now are approved for funding for 2 full-day K classes. Next year, we will have 2 full-day K sections, **no half-day K classrooms** (there were 4-6 applicants interested, and they can attend the school half-day). We will reach out to families who did not accept admission due to not getting into full-day K, and they will add to our families if they accept admission to the new full-day K. **There will also be no Kindergarten enrichment hereon.**

May 10, 2022 Enrollment and Budget Update

Budget Information for Next Year (2022-2023):

- 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 \$24,000 –application successful!
 - Digital Teaching and Learning \$18,000
 - Title IV Enrichment \$10,000
 - ESSER III (Covid Relief) \$170,000
- 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)



3) 2022-2023 Budget proposal:

Budget Proposal for 2022-2023:

- Second PreK Classroom (funded through PreK participant tuition)
- 12 Regular classrooms including 2 full 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 – need to hire for this position
- 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
- Staff each blend with a 29.5 hour parapro (Kinder, littles, middles, uppers)
- 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 draw down of carry forward.

e. 2022-2023 Configuration update by Christine:

Configuration and Staffing for 2022-2023:

Projecting 310 students with average class size 25.8

ESSER III (Covid Relief funds) will be used to fund a para for each grade blend

2 Full Day Kindergarten; Tina M, Mia

3 Littles; Jamie, Amanda, Tina B

1 Littles at half time; Shelly (half time Literacy Specialist too)

3 Middles; O'Lynn, James, Chantelle

3 Uppers; Lena, Hilary, Julian

1 Half Day position for academic support (position unfilled at this time)

Pass the word around: We will be looking for new staff next year including:

PreK Instructor, Special Ed Parapro, Gen Ed Parapro, Aftercare Coordinator and Group Leaders. If you are interested, you can send a resume or email to Christine (Christine.Marriott@slcschools.org). The positions will be formally opened sometime in June or July on the SLCSO website.

Question: John Hall: Is it easy to get good applicants?

Christine: We haven't had to do a ton of hiring. We have had staff turnover this year in comparison to prior years. We typically have a number of community members who are interested. We also have the resources of the SLCSO to attract applicants. The turnover can be due to limited pay and benefits. But we typically have applicants who grow, thrive at, and grow in the job.

Question: Randi: Do you advertise for the positions as full-time or part-time volunteer staff positions? This works for elderly, student staff who don't want or cannot have paid positions. You may want to consider advertising for this, including in the Avenues committee and via the Indeed platform

Christine: This is a great idea. We get students from the U currently.

John Hall: If there is need to get on university job boards, I can help.

Question: Alejandra: Are these positions for which we can take applications before opening up to the district?

Christine: We don't have such a restriction. We can take applicants now. District wants us to post on their site later, since it is for next year. Within our community, we will want to get the interest before summer.

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. Motion to approve the OC Merch Proposal	Mia	(Not needed as it is on agenda)		Unanimous vote to approve
b. Motion to approve the Steering Budget	Tim	(Not needed as it is on agenda)		Unanimous vote to approve
c. Approval of the steering minutes for April 12, 2021	(Not needed as it is on agenda)	(Not needed as it is on agenda)	The minutes were distributed and reviewed offline during the meeting	Unanimous vote to approve

4. Any other items:

- 1) Cabot: UTA is re-routing Bus Route 209 which runs every 15 minutes, running right by the OC and connecting 900 East. This will replace the once-per-hour Bus Route 3. This might be a selling point for Upper students or parents who would consider a regular bus route instead of driving.
 - a. Alejandra: This is a win for parents who want to reduce their use of private cars and use public transport. It is a great life-skill to have
 - b. Kat Nokes: It connects downtown and to the Frontrunner Station. All minors 6-18 qualify for reduced fare (half off) <https://www.rideuta.com/Fares-And-Passes/Reduced-Fare> . I work for UTA and if you need help with resources, I am happy to help.
 - c. Christine: We could have this as a field trip for the uppers
 - d. Joe: There is a heavily discounted student pass on the UTA website
 - e. Randi: The Discovery Gateway can be visited as a field trip via UTA
 - f. Mia: Many years ago, I took my 3/4 graders to Ogden. This year, we are going to the Living Traditions festival via UTA
 - g. Cabot: Will share the link with exec:
 - i. This link is more info about the upcoming changes for route 209 near the OC. <https://stories.opengov.com/utahtransitauthority/published/He3iF15jp>
 - ii. <https://platform.remix.com/map/ffaae5b5?latlng=40.76847,-111.8829,13.786&public=true>
 - iii. Route 209 will run on E Street every 15 minutes

2. Next meetings: No June steering meeting, since we have voted on all items from this meeting. Thank you, Steering members for all your support.

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

Appendix 1: Motions

Motion text/statement	Proposed by	Seconded by	Steering Vote and Decision
Motion to vote in and affirm the two candidates (Aileen and Danielle Polk) to Steering Exec	Mia	(Not needed as it is on agenda)	Unanimous vote to affirm
Motion to approve the OC Merch Proposal	Mia	(Not needed as it is on agenda)	Unanimous vote to approve
Motion to approve the Steering Budget	Tim	(Not needed as it is on agenda)	Unanimous vote to approve
Approval of the steering minutes for April 12, 2021	(Not needed as it is on agenda)	(Not needed as it is on agenda)	Unanimous vote to approve
Motion to adjourn	Mia	Kat Nokes	Unanimous vote to adjourn

Appendix 2: PFOE Budget Update

2021-2022 Open Classroom PFOE Budget					
UPDATED: 5/10/22 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	\$ 242.79	\$ 465.21
Full K	Jamie	22	\$ 1,004.00	\$ 220.18	\$ 783.82
1-2	Amanda	20	\$ 940.00	\$ 223.70	\$ 716.30
1-2	Shelly & Kristin	20	\$ 940.00	\$ 399.76	\$ 540.24
1-2	Tina B.	19	\$ 908.00	\$ 426.78	\$ 481.22
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	\$ 36.48	\$ 935.52
7-8	Lena	21	\$ 972.00	\$ 589.05	\$ 382.95
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	\$ 3,410.42	\$ 11,577.58
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	\$ 45.00	\$ 695.00		
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	\$ 836.11	\$ 1,963.89		
V&PA Closet	\$ 1,250.00	\$ 95.25	\$ 1,154.75		
Garden (Grant Money)	Not included in budget. See "Grants"				
Committees & Activities Total			Budgeted Amount	Expenses	Remaining Balance
			\$ 19,883.00	\$ 2,827.67	\$ 17,055.33
OPEN CLASSROOM PFOE BUDGET TOTAL					
			TOTAL BUDGET	TOTAL EXPENSES	TOTAL REMAINING BUDGET BALANCE
			\$ 34,871.00	\$ 6,238.09	\$ 28,632.91
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	\$283.28	\$316.72		
Uppers (Hilary, Julian, Lena)	\$600.00	\$296.59	\$303.41		
Totals	\$2,800.00	\$836.11	\$1,963.89		
INCOME - Fundraisers					
Walk-a-thon	\$17,432.42				
Art Stroll	\$7,983.50				
Talent Show	\$621.63				
Misc Fundraisers	\$716.22				
Total	\$26,753.77				
INCOME - Other					
Yearbook	\$1,009.18				
8th Grade FT	\$964.58				
Merchandise	-\$985.77				
Total	\$987.99				
Grants					
Garden Grant Balance	\$3,349.05				
Total	\$3,349.05				
2021-2022 PFOE ACCOUNT BALANCE					
Total Budget (Gross Income Goal)	\$ 34,871.00				
Fundraisers	\$ 26,753.77				
Other Income	\$ 987.99				
Online & Cash/Check Donations	\$ 2,632.46				
GROSS INCOME:	\$ 30,374.22				
Total income	\$ 30,374.22				
Total Expenses	\$ 6,238.09				
NET INCOME:	\$ 24,136.13				
Net Income:	\$ 24,136.13				
Grant Balance:	\$ 3,349.05				
2021-2022 PFOE ACCOUNT BALANCE	\$ 27,485.18				

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.)

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			
						2nd	43
Amanda 1	12	21					
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			
						5th	25
Tina B 1	10	20					
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

Appendix 5: OC Merch Proposal

OC Merchandise Proposal



Open Classroom Fundraising Event Application

Date Submitted: 4/22/2022

Name of Organizer: Brianna McGillis

Partnering Teacher (if any): _____

Funds to be raised for: PFOE
 trip (specify) _____
 specific purpose (specify) _____

Proposed Date: School Year beginning 2022

Proposed Plan: Merchandise sale/fundraiser, 300 t-shirts

Who will be responsible for set up? Fundraising Committee

Who will be responsible for clean up? Fundraising Committee

How will money be collected? Cash, check, card (Square devices are available from the Salt Lake Education Foundation for our use!)
Square

School resources requested for the event (tables, etc.)
Front desk support for storage and minimal support from Nicole for sales.



OC Merchandise Proposal

The fundraising committee would like to propose a merchandise sale/ fundraiser. This would be very similar to our first merchandise sale/fundraiser that was previously approved. This proposal would just include an order of 300 t-shirts with sizes ranging from XS Youth - XXXL Adult.

While there would be an initial upfront cost for the merchandise, we would expect the funds to be paid back and a profit made. The fundraising committee would coordinate, design, inventory, sales and re-orders. There would be minimal help from school staff (front office).

Initial orders cost: \$4013.34(taxes not included)

Prices per item:

\$18.00 per Adult T-Shirt

\$15.00 per Youth T-Shirt

T-shirts would be ordered from Vistaprint which is providing us with a 33% discount and free shipping in addition to reimbursing OC for sales tax (making the cost provided more reasonable than at least three other companies). The youth shirts are printed on basic quality Fruit of The Loom cotton t-shirts. Adult t-shirts are printed on a higher quality Bella Canvas t-shirt. Designs for t-shirts will be the same as the existing design, a black and white penguin printed on white with the school's name in black font. Fundraising has a design already established and it is attached with this proposal.

Sales will be conducted via Square.com from a website layout we "build". Square.com was suggested by the school district since it's district approved. We can provide this link on our school website and social media accounts. The price per transaction will be added to the total that the buyer pays for which is \$0.30 per transaction. The fundraising committee will handle this website and orders. Buyers will be able to purchase merchandise at any time but will only be picking up orders once a week. Orders will be stored in Nicole's office and once a week, a fundraising committee person will bag up individual orders for pick up. Pick up orders will be distributed by Nicole and can be picked up during school hours. Fundraising will be responsible for keeping track of inventory, re-ordering and designs of merchandise. Nicole has also offered to sell t-shirts on designated school days without the website until we are Square is up and running. Fundraising has a general inventory and sales sheet to help track these purchases and inventory. Sales in the office will be conducted with the Square device or app. There has been a general suggestion from staff and parents that we carry merchandise to represent our school. Historically, OC has sold such merchandise. The fundraising committee projects a total of \$4013.34 (taxes not included) will be spent from the PFOE fund but we are expecting merchandise sales to turn around an estimated amount of \$5040.00, \$1026.00 profit.