

Meeting date: Tuesday, August 23, 2022, 5 pm

Format: Zoom call

Agenda:

Introductions

• **Executive Steering - Communication and Ground Rules for 2022-2023**

Open Meeting Rules for SEC as SCC

- Exec meetings in the past have been planning meetings
 - As the new SCC with posted agendas and posted minutes, we can plan through email, but conversations and votes and majority discussions must be open
 - We have also taken over committee coordination, but that does not need to be open
 - Karen – What does State say about open meetings? Get details from district/attorney
 - Tim – We need to create some new bylaws to get things working as accustomed
 - Two meetings, one closed for planning, one open for voting? Karen: It's too fine a line, all should be open
 - Karen – An open meeting has a public comment period at the beginning, although responses are often not immediate.
 - Tim – we can close a meeting with $\frac{2}{3}$ vote from Exec members on topics that need to stay confidential
 - Maile – we need to meet frequently, or it's not timely to pass approvals
 - We are not trying to do things behind closed doors; we don't want to give the impression that we are. But we plan things before they are ready for public announcement
 - Check whether we don't need to record meetings, just minutes
 - If we mention people by name for a concern, it must be a confidential
 - Karen – Utah Association of Public Schools has an 18-min video training on open meetings. Royce Van Tussel is good to talk to. Concluded that all Exec members should watch this.
- <https://www.utahcharters.org/training-videos> (Note: It doesn't seem this link works. AH)
- With the new Charter, the roles of SEC and Steering Body are redefined – Exec votes on some issues and then presents to Steering Body, others Steering Body also helps to develop, especially policy
 - Right now, at end of summer, Exec is the voting body.
 - We need a new document that delineates roles of both bodies
 - Some items go to Steering Body, to classrooms, then back to Steering for community input
 - We could have a short Exec portion near the end of Steering Body meetings, formalizing voting so that it is before the Body.
 - Which topics are for SCC and which are for Steering Body discussion and voting – need to create document
 - Make new bylaw that SCC must take certain items to Steering Body before voting.
 - We need to start approving previous minutes at the beginning of meetings.

Link to Utah Open and Public Meetings Act:

https://le.utah.gov/xcode/title52/chapter4/C52-4_1800010118000101.pdf

2. **Executive Meeting Day, time, frequency, medium, etc.**

- We had tentatively planned Steering Exec meetings for Wed. at 4 pm, 1st and 3rd of the month; now with Karen's input, they're changed to **2nd and 4th Wed., 4:30 pm, starting Sept. 14 on Zoom.**
- Next meeting will be Sept. 28th.
- First Steering Body meetings will be Sept. 13th, continuing on 2nd Tuesdays. Parent Meetings are third week of the month. SIC is 3:10 pm 2nd and 4th Wednesdays.
- In-person meetings for Steering Body? Zoom is good for slideshow presentations, but we do have a projector in library. First meeting will be in-person. Take it to a vote for the body to decide for the rest.

3. **Text Chain**

- Is using one among Exec in compliance? Should we be concerned about quorum numbers?
- Quorum is $\frac{2}{3}$ of committee. Business should not be discussed unofficially when quorum exists.

- Karen – Texts are open to GRAMA requests, leaving whole personal phone open to possible investigation.
- The concern is for SCC, not committee coordination. Try to keep all SCC discussion to emails.
- Karen wants emails for action items and quick followup. That way she can keep track of what needs to be done. Text is ok for quick information.
- Do not add Karen to the text group we have been using. Takes James off the group text.
- Send texts that are reminders to check email.

- **Review and approval of the Early Learning Plan**

Karen presented: Slide show is in folder with these minutes.

- We need to fulfill requirements for reading/math
- Will use Wondrous platform to teach reading, state-mandated reading screener Acadience, and testing to achieve three goals:
 - 1) 2nd grade reading from benchmark to 8% improvement
 - 2) Maintain goal for 3rd grade math – measurement by Acadience math
 - 3) Christine chose 3rd goal – maintain Kindergarten math benchmark
- Karen is concerned about loss of learning that appeared during the school year.
- Did Christine write these goals? Yes. Must be approved over summer to submit by Sept. 1. We have preapproval already.
- This refers to the State goal, Pathways to Progress – 60% of students meeting benchmark.
- Teachers say Kinder pretest is easy, end test is harder. But 80% should pass it
- We only one year of data, though; program is new
- Can we approve the Maintain goal and work this year on increasing?
- Yes. We look at net over years. We decreased last year; if we increase the same amount this year, the net is “maintained”

Tim motions to approve plan, Alejandra seconds, unanimous vote – **proposal passes**

- **Review and approval of the Professional Learning Grant**

Karen presented: Slide show is in folder with these minutes.

- State literacy program includes Letters program to train teachers to teach reading using Lexia platform
- This program is mostly for a stipend to pay staff for training time on Asynchronous Day.
- Our teachers were trained, but because they are not at a regular District school they were not paid for it
- The stipend our teachers would receive under this grant will still be lower than other schools’

Tim motions to approve plan, Alejandra seconds, unanimous vote – **proposal passes**

- **Back To School Picnic - September 1**

- Already approved. Hidden Hollow Pavilion, Sugar House Park, Sept 1, 5:30 pm
- Need to advertise to community – done on Instagram Aug 10, Community Connections will do something
- Exec could put it into OC news, we prefer Karen to send that and she will.
- Peachjar is available. Announcement in Parent Meetings soon. Alejandra will update POCKY page
- We already sent two email letters about it, and it’s on school calendar already.
- Tim will communicate with chairs and with Lena to repost for us.

- **Marketing for Committee Sign-up**

- First week of school – there are possibilities while parents are hanging out, Back-to-School Picnic with Exec with clipboards, coffee tables, marketing at drop-off/pickup with traffic committee, marketing at parent meetings with QR codes to sign up for committees immediately
- O’Lynn suggested rebranding and having committee chairs talking up their own committees
- Art Stroll is a great time to get committee signup, but Exec is too busy to do their own booths, too
- Get people back to “normal” with committee service
- Chairs should help us with clipboards at picnic, or have a table
- Coffee sales on first week of school

– Continue discussion on manning these tables by text

- **Excess funds in PFOE**

- End of last year, we had 63K extra in PFOE (44K excess from '20-21, 18K from '21-22)
- We usually have 32K PFOE yearly budget, which should be raised and spent same year
- Having an extra 20K is a good buffer amount
- We need ideas to spend the extra – Learning Together books for New Families, rugs for classrooms, something like a popcorn machine (Lena is already sharing hers) for special events and fundraising
- So, we can plan to spend 24K this year of the excess, leaving 18K excess at the end of the year.

Tim - What are the restrictions on what we buy? It's nice to have comforts and improved appearances. Let's pump out publicity, e.g. radio spots on X96

Maile - Anyone with request needs to submit proposal through pathway for approval – we need to clarify what that

is

Alejandra - Let committees know there is a surplus and make proposals

Karen – Let committees know what types of things to think about. Don't nickel and dime away when money could have a bigger, long-term impact, like using it for publicity. Maile – Let's start conversation

Tim and Karen – Window dressing, i.e. improving appearance of school, makes good impression on prospective parent tours.

- **Committee check-ins (Updates, future events, support, approvals):**

Tim:

Community Connections – moving forward on school Picnic Potluck next week

Philosophy – had a meeting – they want to present last year's Philosophy Survey at next steering meeting - Yes

– This committee has enough people

Web - Somerset is awesome. She's interested in revamping school website. Right now it's a lot of email list management.

Alejandra:

Co-oping - Heather and Ari are great with Amanda, starting to plan workshops

Yearbook - not started yet, need new co-chair, will ask for volunteer at next meeting once held

Aileen:

Garden – concerned about no contact phone numbers for Chair and a Co-chair; Ruby needs to be added to list

Maile: They should get a budget for expenses for the Art Stroll, since their current budget is only grant money with strict conditions

New Families – Have Mindy wait to contact until after first week of school for the final list of new families to stabilize. Families who joined during the pandemic in the last two years may feel disconnected and should be invited to attend or have access to New Families Committee meetings.

Aliska: (reported by Maile)

Library – Nothing to Report

Publicity – **Need more people on this committee!** have several events they are organizing: First PPIN, school tours, Avenues Street Fair, maybe 9th & 9th Fair

Maile:

Fundraising – had first meeting with chairs and teacher reps, Walkathon will probably be Sept 29. Merchandise – online store needs setup, and order not in yet due to not having a principal during the summer to approve purchase. Working on finding out rules for corporate sponsorships for Walkathon - hope this will free committee from small fundraisers that don't earn much, so they can maybe start writing grants. Want soft item (blankets, coats, etc.) donations for Savers to earn 1-2K. **Need more people on this committee!**

Traffic - want to consolidate dropoff/pickup areas. There's not enough people to staff both. Dropoff in morning and pickup at playground on 2nd Ave., in front of school is for large vans or carpools only. Try for a while and adjust if needed; writing safety guidelines for parents. **Need more people on this committee!**

Visual and Performing Arts – Want to bring back Holiday Service and Craft Bazaar event. Is happening in December.

Danielle:

Cafeteria – Met with chairs, will be sending out a video to train members instead of holding a meeting. Will also have chairs attend first week of shifts to train members directly. **Need more people to man outdoors.** This is the main duty this year; kids like to eat outside. So far we've setup one shift with 2 people overlapping Littles and Middles lunches; none for Uppers nor on Fridays until we get more people. Maile – lunch schedule has changed. Be sure everyone's up to date
Community Support – had a Zoom meeting with chairs, have scheduled a group meeting. Teacher Birthdays are first events, then PTK meals. We have great ideas and seasoned members.

• **Discuss and create:**

Upcoming Steering Body Agenda

https://docs.google.com/document/d/15Ohmg_yekPIOpVPuxrplRINNqwTg8V0n/edit

- Welcome to Steering presentation
- Charter and shared governance discussion – have description /presentation
 - Don't present PFOE excess to Steering Body; stick with teachers and committees by email.
- Carolyn Addressing Steering
 - Wanted to talk in an Exec meeting, not to the Steering Body at this time. So not on this agenda.
- Budget
 - No Land Trust business right now; it opens in Sept. for November meeting
- Announcements
- Plug Committees and Co-oping
- Adjourn

Increase Website Engagement for Recruitment

- Karen – present links on website to see student work like Gr. 8 projects, Solstice: tell stories of the school to attract attention; collect contact info to email about their interest.
- Our website is transferred to district, so only Nicole can update it. Get someone in IT to help her. Put as an agenda item. Ask Somerset first.
 - We have stories already, solicit more like OC graduates' success stories. Can use PFOE funds here on a contract/consultant
- Tim – Expensive. Maile – Pay someone for a few hours a week.
- Tie Instagram account to website link so future parents can find us through there.

• **Any additional topics**

Alejandra – open the SEC meetings to those who want to speak, with reasonable advance notice

- Let committee chairs know: Email is chairs@ocslc.org

Danielle – Anonymous teacher says in Littles blends there's 18 in one class while the 3/4s have 29 in another.

- Can we adjust configuration to even out the number of students?
- SIC discussed this with Karen today and voted not to because of many social, academic, and scheduling issues. We consider the whole child, so these concerns take priority over uneven class size.
- The larger class should use paras to help. Also, we should boost co-oping there for more adult support.
- Avoid presenting items from someone who asks to remain anonymous. This opens up possibility of manipulation and lack of transparency.

Losing 5th Graders to SLARTS, etc.

- Need retention marketing. Have 5-6th grade teachers go to younger classes to hype up what's coming in Uppers. Then students will ask their parents to stay.
- Also losing students because parents dropped off kids on their way to work, but are now working from home.
- Market to those in Avenues community and closer who have short commute.
- Talk to real estate agents to find new families moving into area

- **Confirm dates for next three Steering exec meetings:** Decided above. Zoom meeting setup: Karen will set up recurring meetings for Zoom using karen.holman6@slcschools.org email.

- **Adjourned**

Attendees:

Steering Exec:

1. Karen Holman (Principal)
2. Timothy Kryselmire (Chair)
3. Alejandra Acosta (Co-Chair)
4. Danielle Polk (Vice Chair)
5. Absent – Aliska Julian (Vice Chair/Past Chair)
6. Maile Cowley (Treasurer)
7. James Smith (Teacher Rep)
8. Aileen Hampton (Secretary)

Other Attendees (by invitation): None