**Steele SAC Meeting - 4/16/24**

**Attendees:**

Ryan Capp
Jessica Gemm
Terry Spotts
Maggie Couper
Terry Spotts
Caitlin Casai
Kim Roberson

1. **Staffing/hiring updates:** Nearly finished with filling the open positions!
    a. **Kindergarten** (Amy Jones retiring) - Amber Trost will be the new kindergarten teacher, coming from Appleton WI, has been teaching kindergarten for 2-3 years, and in COS for several years as a preschool teacher, UCCS grad, from here.
    b. **First grade:**
        i. Sarah Medina for the 1-year first grade position vacated by Jenn Sauder's leave. Will know by next February what Jenn's plans will be. Sarah has been the aide in Amy Jones's class, and student teaching there for the last few months. She'll know the kids and parents.
        ii. John Pletsch for other 1st grade class (Christy Howard retiring; this is a permanent position) - coming from Manitou. Did a mindfulness training for staff a number of years ago. Looking for a change, different community, definitely checked into us before applying. Very good demeanor with kids, very calm, and good routine-setting, good adaptation.
    c. **Music:** John Herman - will be in first year as music teacher, has been doing student teaching at Palmer, choral background but also has band training. Super energetic.
    d. **Gifted/Talented Resource Teacher** - Marcy Olson will step into this role from 3rd grade, likely to be shared with Rogers Elementary unless we can get it as a full-time position. She has been thinking about this possibility for a while, finishing career in a different role.
    e. **Special Ed** - Joanne Gray hired last month to be half-time special ed teacher from paraprofessional role. Really need that support - will be welcome.
    f. **Still to hire**: 3rd grade opening with Marcy's transition (have some applicants already), and paraprofessional to fill Joanne's current role.
    g. Q: How is the team feeling about all the changes? Mr Capp: It's a lot of change! In a way we have been waiting for a series of changes to hit, and just weren't sure how it would show up. Leadership team is now feeling excited - of course we want people to stay, but also excited to look at how to set people up for success. Draft "new teacher academy" put together with meetings every other week, include people around the building, show what their strengths are, give them professional and personal connections. Building a binder of how things work at Steele, "cheat sheet" to make it easier - haven't had that because of all the veterans on the team, but now it's a great opportunity to build that - Michelle Patchen is already working on it in partnership with leadership team.

h. Q: How much time has hiring been taking? Mr Capp: A lot, and prioritizing it and fitting it in (other things have had to get pushed), don't normally have meetings Mondays and Fridays so have been for interviews. Good number of applicants, but could easily narrow it to top 2-3 - not the strongest pool overall.
i. Q: Communication plan? Mr Capp: Sending out the full information later this week. Also, new local hires will be at staff meeting tomorrow to meet all the team.

2. **Operating budget for IB**
    a. Reviewed what was submitted ($78k total budget) - not that different than the current year.
    b. Teacher pay to cover additional Wednesday work time is anticipated for another year (significant portion, about $27k), then likely to decrease in future years.
    c. Keystone IB training - strong cohort going, including new 1st grade teachers. Also many North and Palmer teachers going - will be good to build more connections - that process hasn't really gotten very far yet.
    d. Haven't been told we've gotten the full request yet, but district leadership are expecting this amount.

3. **Master schedule and logistics**
    a. Leadership team is looking at the master schedule, as we do every year. Prioritizing morning meeting for all classes. Trying to adjust specials schedule for 2nd grade so it's not first thing - too disruptive to the start of the day for younger students. Also looking for a little extra time in classrooms (20 minutes/day) to focus on word work/vocabulary - for all grades, depending on the budget.
    b. Moving Spanish into the community room for next year, give her the chance to create her own routines and management. The accelerated math group and tutoring groups will need to move to other spaces.
    c. Changes to district calendar next year: Full week to start off, earlier in August, so we know that will be a challenge. Week "off" in October instead of two 4-day weekends. For conferences, will be standardizing how they are scheduled so it's easier to manage in the building to have support.

4. **School Board meeting 4/17** - work session focusing on the Academic Master Plan, and 5 minutes from each of the pathway elementary schools, Mr Capp is presenting on updates on how it's going, what we've accomplished in year 1, goals for year 2.
    a. Q: How quickly will the new 1st grade teachers be asked to develop units? Mr Capp: Work that outgoing 1st grade team has done toward IB units should count toward authorization, give the new 1st grade teachers some space to adjust before writing units. Sarah Medina has been a part of the process to some degree, so she will have some understanding of the IB process.

5. **Enrollment update:** Kindergarten strong - looks the same as it does every year, not full yet but likely to be full. First and second grade will be full, still getting requests for 1st as well. Have 3 in 2nd and 2 in 3rd grade who are moving away. Have a set of twins coming

into 3rd. Space in 4th and 5th grade - the incoming 5th grade is smallest because of Covid.

6. **Q: When is the 5th grade trip?** May 6-8 at High Trails (just past Divide) - this will be our 2nd year there, had a really great experience last year.

7. **SAC Housekeeping:**
    a. SAC chair: Jessica invited any interest from people who might like to be SAC chair - she has one more year at Steele and happy to have someone shadow over the next year if nobody else wants to step in now. Contact her to explore - it's a great way to get a little more engaged without it being a lot of work.
    b. SAC meeting calendar for next school year: We may explore moving to a different day of the week. Jessica will coordinate with PTA, Ryan on potential options.
    c. OnePlan/USIP goal-setting for next school year has two meetings, and SAC members are welcome to contact Mr Capp about attending - May 2 step-back to review data, May 29 is the time to finalize the plan for next year.
    d. Panorama data was not ready for today's meeting; if any SAC members want to be part of discussing that in a few weeks, contact Jessica.