

WJMS ACCOUNTABILITY MINUTES

November 2024

Date | 11/18/2024 | *Meeting called to order by* Christopher Bauer

In Attendance

Lauren Achziger	Melissa Gutierrez	Justin Squires
Fressia Alexander	Kim Halingstad	Miranda Tucker
Allison Barker	Myetta Hoover	Dominique van Noordenberg
Christopher Bauer	Susan Morgan	Jennifer Wilson
Ashley Grieb	Ashley Swanson	

Introductions and Minutes

Introductions were brief, as most in-person attendees attended at least one previous meeting this school year.

The October 2024 minutes, a draft of which was made available the day after the meeting, were briefly reviewed for acceptance. There is an issue with document links on the website not working as expected; the school is working on resolving that issue. A motion was made, seconded, and passed to accept the October 2024 minutes into record.

Old Business

Review Documents

Attendees had been asked to review the committee's [Bylaws](#), revised in 2016, and a copy of the suggestions made when the Marshdale Elementary SAC revised their bylaws prior to the meeting. The attendees reviewed the suggestions, agreeing by consensus to change wording to "strongly encourage" rather than "require" that members complete the existing Intent to Participate form. It was asked to provide links to [C.R.S. § 22-11-402](#), the legislation that describes the powers and duties of school accountability committees, and [Robert's Rules of Order](#), which the bylaws adopted to define procedures that may occur within committee meetings.

Attendees discussed the Intent to Participate form. It is a Google Form that was set up, then cloned for successive school years for the committee to have an additional record of members. Submissions populate a spreadsheet in digital teacher-librarian Amy Baker's Google Drive; the spreadsheet is shared with Kim Halingstad and Justin Squires. It was suggested that if we keep this form, the title be changed to Interest in Participation and we formalize where notifications of form submissions may go.

Miranda Tucker will incorporate the changes and send a proposed revision to Christopher Bauer, who will send it out to the committee members for review and an email vote.

Principal's Report

Kim Halingstad gave the principal's report.

Mr. Malcolm replacement status

Families whose students were in classes taught by Ian Malcolm received an email about his recent resignation. While the school is working on hiring a long-term substitute, we are doing our best to keep a rotation of guest teachers (substitute teachers) that know our students well while we re-norm and rebuild trust and confidence.

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Paraeducator Rachel Hammer is licensed to be a substitute teacher and has already been in the classroom with students. The district approved our school's request to have her serve as a long-term guest teacher the afternoon before the meeting. When not hired as a content-specific guest teacher, we have a maximum of 89 days we can have them in that position, so retired science teacher Kathy Fuchigami will be helping with the other days.

Snow day determination

The district makes the final call whether to have a two-hour delay, area or district-wide snow day. The decision-making process is described in detail on the [Inclement Weather](#) page, including the following: "The mountain areas are evaluated differently using many agencies and experts, including people located in these mountain areas. Conditions must be considered extreme enough to justify closing school. County crews evaluate and clear these areas and Jeffco staff focus on impacted areas during weather events."

It was asked how many snow days are built into the school calendar. Usually two, but a staff development or student non-contact day can be converted back to a regular school day when needed. A district can also request dispensation from the state in the event of being short. Most schools plan enough annual instructional minutes in that they can absorb a day or two. Before the district implemented [new start and end times](#) districtwide last year, there were cases where students received an extra week's worth of instructional minutes due to their school day being 7 minutes longer than other schools.

It was asked whether a two-hour day or a snow day is more disruptive for teachers. It depends on the subject - it is tough to cover as much in the shorter class time, and we often have fewer students in class on delayed start days. Teachers expect that there will be some level of disruption when we experience severe weather.

November Lockdown Drill

Our school held a lockdown drill on Thursday, November 7. Kim reported that it went well overall; there were a few situations where feet were seen from the sidelight or door windows, and a few classrooms where district staff and law enforcement clearing rooms heard speaking.

We have a work order in to address issues with audio in the art and music rooms, which were reported as places where it was difficult to hear the lockdown notification, two places to add supply buckets, and the school will be ordering some battery-powered lights for rooms that have minimal ambient or emergency lighting when the overhead lights are off. We are waiting for additional clarification from the district on privacy window film for sidelights and windows in classroom doors; the sight lines from those windows make some rooms more challenging for occupants to shelter out of sight.

New Business

Jeffco Partners in Education (PIE)

It was asked for a status update on the school's implementation of Jeffco Partners in Education (PIE), a platform designed to match vetted volunteers to projects/needs at schools. Kim Halingstad replied that it has been a bit more difficult to get going than expected. We do have volunteers signed up and school staff will be attending another training this week. An attendee stated they had signed up, had not heard back, and was concerned that the school did not need volunteers. We do need volunteers! Adults that want to volunteer can be connected to the school by emailing our business manager, Julie Barrett. This can be included in the upcoming Weekly Wednesday Update.

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Budget Preview

It was asked if there is a budget survey that needs to be completed by the committee to provide feedback on budget priorities for our school leadership. Kim Halingstad did not know the answer and has reached out to Helen Poland, the executive administrative assistant for the district's School Leadership Team (the Chief of Schools and Community Superintendents), to see what she can find out.

Pulse Survey

The four-question pulse survey focused on belonging is expected to occur this week, so results are not yet available for the committee to review. (A [family letter](#) and [the survey questions](#) were sent to families on October 10.) We expect to discuss the results at the January meeting.

The meeting adjourned at 5:15 pm.

Next Meeting

Date: 1/27/2025

Time: 4:15 pm

Location: WJMS / Google Meet