



**STEM School Highlands Ranch SAC
Working Meeting Notes
July 26, 2021**

Meeting Date: July 26, 2021

Meeting Location: STEM School Highlands Ranch room 101

Time: 4:00pm – 5:45pm

Present:

Kelly Reyna, Acting SAC Chair

Carla Gustafson, Parent Rep

Ben Ryder, Parent Rep

D.J. Steines, Parent Rep

Ronalea Alleman, Parent Rep

Jason O'Rourke, Community Rep

Dr. Karen Johnson, Dir of Curriculum and Accountability

Absent: Amy Winans; SAC Recorder

Guests: Ryan Alsup (High School Director) stopped by the meeting briefly to introduce himself

Meeting was started at 4:05

Confirmed as Working meeting, not regular monthly meeting

Jan Albicki who was confirmed as parent representative in the spring notified Kelly that he has to step down from SAC.

Since school has not started, teacher representatives (elementary and secondary) have not yet been determined for the year.

The PTS adult (aka PTO) liaison has not been confirmed by PTO, expect after PTO's August meeting.

SAC has a shared Google folder for reference material and can be used to store committee working files.

At the August meeting, we'll need to vote in officers of Chair, Vice-Chair and Recorder. Also need to confirm DAC representative.

Reviewed SAC Subcommittees. Subcommittees are each staffed by 2-3 SAC members that meet between SAC meetings and provide summaries/recommendations at SAC meetings for consideration/approval by SAC. We will staff and confirm Subcommittees at August regular meeting.

Bylaws Subcommittee: Reviewed background on SAC Bylaws and that Bylaws subcommittee started

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researching potential updates to the Bylaws last year. Carla will continue on Bylaws committee and will need to identify other participants for this committee. Information to review includes Douglas County School District (DCSD) SAC guidance documents, Colo Department of Education guidance for charter schools.

Communications Subcommittee: Work with Nicole Bostel on updates to SAC website, recommendations on updates/changes to STEM Website, prepare monthly SAC report to STEM BOD, general coordination with Nicole Bostel on SAC recommendations regarding STEM communication to parents/community. Kelly and Ben plan to be on this subcommittee.

Unified Improvement Plan (UIP) Subcommittee: One of the main responsibilities of the SAC committee is ensuring the UIP plan is prepared and updated as required by Colo Department of Education. The SAC subcommittee works with Dr. Johnson to review and finalize the UIP plan. The current UIP that was updated and submitted last year is in effect for 2 years so only a review is required this year. Dr. Johnson noted that the last UIP update worked to align the UIP with the STEM Strategic Plan. The UIP can still be updated if needed during this year's review. The student achievement data and UIP schedule was impacted by COVID. There was no data from CMAS in Spring 2020, though there was CMAS data from Spring 2021. In addition, the time frame for the UIP was changed from April to April, and is now August to August.

Parent Survey Subcommittee: Every year this subcommittee looks at the previous year survey and decides on any updates/additions to the survey questions. Last year the response rate was 22%. The DCSD goal is 25% minimum. SAC will look at the response data in August from last spring's parent survey. The group discussed having 2 surveys each year with one around November/December and one in April/May. It was suggested that the SAC committee could take the current survey and provide feedback.

Diversity, Equity & Inclusion Committee - not a subcommittee of SAC. STEM parent Ishmeet Kalra is chair. Staff members include Amie McElroy, Dean of Students and Christina Wu, Director of Student Support. Dr. Johnson is also continuing on the committee. Jason also plans to continue as SAC representative. Other SAC representatives can participate if interested.

The group discussed that last year there were discussions in SAC about whether SAC should have a Safety & Wellness subcommittee and a Budget subcommittee. In the past there was a Safety &

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Wellness Committee led by a STEM Board member, but the last meeting was held in fall 2020. SAC representatives (Carla and Tamara Emge) participated in the Safety & Wellness Committee and SAC did not have a specific Safety & Wellness Subcommittee. Last year David Emge researched the STEM Budget as input to the SAC discussions, but a specific SAC Subcommittee was not set up.

SAC will need to define agendas for each regular meeting, usually Chair leads this effort. We want to work to engage parents through SAC by scheduling presentations during the meeting. Possible topics include presentations by STEM Counseling Team, Standards Based Learning information. Meetings are typically held the 3rd Wednesday of the month. In October, the 3rd Wednesday is during fall break and in March, it aligns with Spring Break. It was suggested that in October we could have our annual joint PTO/SAC meeting which is the 2nd Wednesday of the month. In March, we typically don't have a SAC meeting.

There is an open parent representative seat because Jan Albicki stepped down. Kelly has had 2 parents express interest in joining SAC. It was also noted that Jason O'Rourke will become a STEM parent this school year, so he is not able to continue as SAC community representative. The SAC community representative is intended to represent community interests and cannot be a parent or teacher/staff member. It was discussed that the SAC Bylaws define a minimum number of parent representatives, so SAC could add more parent representatives in addition to filling the vacant seat. Jason could be voted in as a parent representative. At the August meeting SAC will need to discuss and vote in new parent representative(s).

Meeting ended at 5:45 pm

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