STEM School SAC
Meeting Minutes and Action Items

Date: Mar 30, 2016	**Meeting Chair:** J.Sandwisch	**Location:** STEM School HS Commons
	Minute Taker: C.Fiechtner	**Time:** 6-7:30p

Attendees

Committee members	Role	Present		Role	Present
Leanne Weyman	MS Principal	Y	Kimberly Worth	Staff member*	Y
Cody Blackburn	HS Principal	N/A	Rebecca Duarte	PTS Rep (STEP)*	N
Karen Johnson	Elem Principal*	N	Ed Spencer	Parent	Y
Jennifer Sandwisch	Parent*	Y	Karen Weiffenbach	Parent	Y
Jean Medberry	DAC Liaison	N	Inge Brazelton	Parent	Y
Cindy Fiechtner	Parent*	Y	TBD	Community Rep*	
Renee Borchert	Parent	Y	TBD	Parent*	

*Eligible to vote (1 principal, 1 staff member, 1 PTS rep, 1 community rep, 3 parents)

Agenda, Action Items, and Meeting Notes

	Agenda Item	Topic Member	Minutes: Topic Summary	Questions & Action Items	Action Item Origination Date	Date Due	Moved to Closed or Backlog doc
1	Welcome & Celebrations	JSandwisch	STEM's FRC team, Team Impulse made it to semi-finals this past weekend at the First Robotics Competition! k-4 expansion was approved by the DCSD Board of Education!				
2	SAC Election	JSandwisch	Elections for voting parent positions to be held in April for 2016-17 positions.	4/11/16: Bios received; ballot will be emailed to school families wk of 4/11	3/2/16	4/27/16	
			Yearly agenda planning to occur each Mar/Apr for following school year.	April agenda to include item for annual calendar	3/30/16	4/27/16	
3	Principal Report	LWeyman	- For 2016-2017, K-6 will be in one building. - The master course schedule is being built. Drama, math	LWeyman will find out the PARCC testing opt-out rate.	3/30/16	4/27/16	

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			elective, high school electives added. MS language is migrating to 1A/1B two-year instruction timeline. - Mrs. Ewing is overseeing updates to the course registration materials (Acad Planning Guide (APG) = Infinite Campus = Registration Worksheets). Ed Spencer suggested a volunteer parent committee help with APG clean-up. - Week of 4/4: 8th graders are in Kansas City; PARCC testing begins. - 2016-17 enrollment: 1365 students. K-12 webpage: Website policies, content, etc. will be decided by admin during the summer. Parents are using the new *STEM Parents Group* facebook page for Q&A. SPowell will post sac-related content to the *STEM School & Academy* facebook page as provided. STEM Communications/Public Relations Mgr: LWeyman mentioned that the school is considering the addition of this resource for 2016-17. Among other, this person would create school communications policies and oversee student involvement designing and posting on STEM's website. Fundraisers: Macaroni Kid – to win a $250 school gift certificate to Timbuk Toys; daily voting online through 4/15/16. Upcoming Coldstone Creamery fundraiser - teachers will scoop ice cream.				
4	Staff Report	KWorth	March Conferences: Teachers generally like the approach to the March teacher-parent-student conferences this year. Visibility helped balance congestion. New ideas for next year included 1) using tape to delineate the privacy area for meetings, and 2) making lines more clear for those waiting to meet. Certain lines were longer than others…suggestion was made that this may indicate more students struggling in these classes.				
5	School	JSandwisch	Requirements list comparing vendor features was shared.	1/27/16: Target deadline is for RFP responses and mock-ups to be returned	1/27/16	Orig:	

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	Directory		Suggestion was made to bundle the school directory fee into the school technology fee in August. School contact for directory data is Stephanie Webb. Suggestion was made to incorporate the parent authorization form into the *DCSD Express Check-in Online* summer process, and set-up laptops for verification of family data during on-site registration in August. Given an opt-in approach to the directory, the vendor recommendation is MySchoolAnywhere.com. LWeyman mentioned possibility of considering opt-out approach for elementary only.	by 2/20/16 for presentation to SAC at 3/2 mtg. 3/30/16 Update: JSandwisch will provide MySchoolAnywhere contact and project information to principals; awaiting response for next steps.		2/24/16 Revised: TBD	
6	Parent Survey	CFiechtner	Draft of survey questions was provided for sac team consideration. New survey questions are collection of CDE, DCSD, last year's survey questions (provided in Feb), and STEM parents input. LWeyman indicated there was a second set of questions from the 5/20/15 survey sent to families last year; will provide to this year's sac. Goal is to email survey to families wk of 4/11.	CFiechtner to provide updated draft of 2015-16 Parent Survey.	3/30/16		4/5/16
				4/4/16 Update: Dr. Eucker requested that STEM Board review survey questions. Who has master copy of last year's surveys? Suggestion made to use these again for this year's, given near term deadline. May 2015 surveys and ideas for new survey questions are posted to the sac@stemhigh.org google drive. SAC awaits response for next steps.	4/4/16		
7	Elementary parent engagement	JSandwisch KJohnson	J.Sandwisch: proposed a *classroom parent partner program* and *monthly fun enrichment workshop program* for students, staff and admin interaction. K.Johnson mentioned that she's discussed with the leadership team the opportunity to offer a few family nights during the upcoming months; possibly a science/engineering event and/or a math/technology event.	K.Johnson/J.Sandwisch are meeting week of 4/11 to discuss elementary items.	1/27/16	4/27	
8	Close		Next SAC meeting: Apr 27, 2016 (4th Wed monthly)				