



STEM School SAC Meeting Minutes and Action Items



Date: Apr 27, 2016	Meeting Chair: C.Fiechtner	Location: STEM School HS Commons
	Recorder: C.Fiechtner/L.Kingman	Time: 6-7:30p

Attendees

Committee members	Role	Present		Role	Present
Renee Borchert	Co-chair*	Y	Lynn Paris	PTS Rep (STEP)	Y
Karyn Weiffenbach	Co-chair*	Y	Kimberly Worth	Staff member*	Y
Jeannie Kerr	Vice-chair*	Y	Cindy Fiechtner	DAC Liaison*	Y
Karen Johnson	Elem Principal*	Y	TBD	Community Rep*	
Lori Kingman	Recorder/Elem Rep*	Y			
Alicia Turner	DAC Liaison*	Y			

*Voting member

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	CFiechtner	Welcome new SAC members!				
2	SAC Election	CFiechtner	Reviewed member roles. Elected STEM SAC officers, DAC liaisons, STEP/PTO liaison: Co-chairs: Renee Borchert, Karen Weiffenbach Vice-chair: Jeannie Kerr Recorder and Elementary Rep: Lori Kingman STEP Rep: Lynn Paris DAC liaisons: Alicia Turner and Cindy Fiechtner				

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3	Principal Report	KJohnson	<p>Board approved STEM's curriculum.</p> <p>New teachers have been hired for grades 2-5; looking for Kindergarten teacher. A 3rd 3gr class has been opened for next year.</p> <p>1000+ k-12 students are on STEM's waitlist. Current 2016-17 enrollment is ~1600 students (~350 elem; ~700 MS; ~500+ HS).</p> <p>Elem construction is about 2wks ahead of schedule. Targeted completion date is Jul 15th. The elem 'gym' may be used by the MS as well. Playground plans are progressing. Grounds improvements, sidewalks, new traffic signs will occur during the summer.</p> <p>BASE program will be in place (start time 6:30a; end time 6p). MS/HS start times are expected to be 8a; Elem start to be 8:20a. k-1 dismissal expected to be 3p; 2-5gr 3:10p; MS/HS 3:20p.</p> <p>STEM Academy offerings will now also extend to k-5.</p> <p>2016-17 transportation – bussing arrangements are TBD. Will not use DCSD transportation.</p> <p>Elementary is hosting a Meet & Greet Open House May 23rd.</p>				
4	Staff Report	KWorth	<p>Teachers have their 2016-17 course schedules.</p> <p>Dept leadership is being restructured.</p> <p>Staff is wrapping up yearbook activities.</p>				
5	School Directory	CFiechtner	<p>4/27/16 update: KJohnson will supervise implementation. MySchoolAnywhere is the vendor. Lynn Paris will help implement.</p> <p>-----</p> <p>3/30/16 minutes:</p> <p>Requirements list comparing vendor features was shared.</p> <p>Suggestion was made to bundle the school directory fee into</p>	<p>1/27/16: Target deadline is for RFP responses and mock-ups to be returned by 2/20/16 for presentation to SAC at 3/2 mtg.</p>	1/27/16	Orig: 2/24/16 Revised: TBD	
			<p>3/30/16 Update: JSandwich will provide MySchoolAnywhere contact and project information to principals; awaiting response for next steps.</p>		3/30/16		4/14/16

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		<p>the school technology fee in August.</p> <p>School contact for directory data is Stephanie Webb.</p> <p>Suggestion was made to incorporate the parent authorization form into the <i>DCSD Express Check-in Online</i> summer process, and set-up laptops for verification of family data during on-site registration in August.</p> <p>Given an opt-in approach to the directory, the vendor recommendation is MySchoolAnywhere.com.</p>					
			4/27/16 Update: KJohnson is overseeing implementation. Next steps?				
6	Parent Survey CFiechtner	<p>4/27/16 update: KJohnson will facilitate the parent survey effort.</p> <p>-----</p> <p>3/30/16 minutes:</p> <p>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.</p> <p>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.</p> <p>Goal is to email survey to families wk of 4/11.</p>	<p>CFiechtner to provide updated draft of 2015-16 Parent Survey.</p> <p>4/4/16 Update: Dr. Eucker requested that STEM Board review survey questions.</p> <p>Who has master copy of last year's surveys? Suggestion made to use these again for this year's, given near term deadline.</p> <p>May 2015 surveys and ideas for new survey questions are posted to the sac@stemhigh.org google drive.</p> <p>SAC awaits response for next steps.</p> <p>4/27/16 Update: KJohnson is leading survey distribution. Next steps?</p>	3/30/16		4/5/16	
7	Community Input	<p>Yearly agenda planning to occur each Mar/Apr for following school year. Needed for 2016-17.</p> <p>JKerr proposed 2+ summer SAC meetings (seconded by several others).</p>	Create annual calendar; strategy for next year.	3/2/16	May/Summer 2016		
8	Close	Next SAC meeting: May 25, 2016 (4 th Wed monthly)					