



STEM School SAC Meeting Minutes and Action Items



Date: May 25, 2016	Meeting Chair: R.Borchert/K.Weiffenbach	Location: STEM School HS Commons
	Recorder: 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	Jean Medberry (member of DAC)	STEM Parent	Y
Alicia Turner	DAC Liaison*	Y			

*Voting member

Acronyms

DCSD BOE = Douglas County School District Board of Education

BOD: STEM Board of Directors

DAC: District Accountability Committee: <https://www.dcsdk12.org/district-accountability-committee>

CDE: Colorado Dept of Education

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 and Celebrations	R.Borchert	<p>We were joined by Jean Medberry who is also on DAC.</p> <p>Openings in DAC at beginning of school year - folks who are interested can apply.</p>				
3	Principal Report	KJohnson	<p>Elementary construction still ahead of schedule by 2 weeks June 1st completion. Occupancy will be in July.</p> <p>Professional development w/ elementary on May 31st - June 1st. All teachers hired (five from out-of-state). One additional 4th grade class.</p> <p>Field Day held today and was a big success.</p> <p>Asian Inspirations Open House was a huge success - approach was to simulate an art/science exhibition format</p> <p>Meet & Greet went very well. Several hundred attended.</p> <p>MAP testing completed.</p> <p>High School graduation went very well, positive feedback received on timing & duration.</p> <p>High School honors banquet held.</p> <p>Elementary will have EAs. 25 student cap for classrooms.</p> <p>Carpool plan: STEM administration working with County Commissioner and Traffic Consultant. Karen confirmed it is a top priority and it is one of the DCSD resolution items.</p> <p>Thinking outside the box for different options: Renting charter bus with local movie theater, contacting various charter schools that have similar needs, etc. Staggered release times will also help w/ traffic congestion. Students created a video of the driveline for parents to view and be informed.</p>				
3	DAC Report	JMedberry	<p>Resolutions presented to the school board, recommends having a separate DAC email. DAC going well.</p> <p>DAC meeting centered around directors on DCSD BOE and recent turmoil. DAC has drafted a resolution with</p>	<p>5/25/16:</p> <p>Cindy will follow up with more info on how communication between DAC and</p>			

			<p>recommendations to DCSD BOE on creating a healthier environment (Ex: reduce friction, hold special meeting to address discord and generate specific actions within next 60 days). Question was asked how communication between DAC and DCSD BOE is structured.</p>	<p>DCSD BOE is structured. Next DCSD BOE meetings - 5/25, 6/21, 7/19.</p> <p>-----</p> <p>Action Item (Owner TBD): Need of an exit survey was discussed for parents who are leaving STEM (why are you leaving? etc).</p>			
4	Staff Report	KWorth	<p>Teachers are packing up for the summer.</p> <p>Grades need to be in by noon on Friday.</p> <p>Students missing class due to PARCC - biggest issue was the transition between class, some parents experienced concern with stressed children missing class and not hearing class lecture but still being responsible for assignments missed. Teachers have received some feedback and taking into consideration for next year PARCC testing. Hannah Reese put together the schedule considering multiple factors: ability, age, space, PC availability.</p>	<p>5/25/16:</p> <p>Follow up actions re: PARCC testing schedule:</p> <ol style="list-style-type: none"> 1. Karen will approach Leanne / STEM Admin to discuss ways that PARCC testing schedule can be improved to minimize disruption to class time. 2. Jeannie and Renee will bring up concern about PARCC testing schedule with BOD. <p>Previous action item was to find out the PARCC opt-out rate (i.e. how many STEM students/families opted out of the April 2016 testing)</p>			
	STEP		<p>Papa Murphy fundraiser went well.</p> <p>Auction held - did not obtain desired turnout/results (\$30K raised, no change from last year). Increased promotion/communication of the event could have been done, duration was a bit short, need to have some "live" events (Ex: dinner, check writing campaign) to get more engagement.</p>				
5	School Directory	KJohnson/ LParis	<p>5/25/16 update: Per Karen, she would prefer not to charge a fee but this is contingent on STEP funding the fees. Opt-in could be part of the Express Check-In done at the beginning of the year. Teachers can hide their personal information.</p> <p>4/27/16 update: KJohnson will supervise implementation.</p>	<p>5/25/16: Karen/Lynn will reach out to STEP if they can cover the school directory fee. Confirm with David Simonson that STEP is still planning to fund the directory (Feb 2016 meeting).</p>	1/27/16	Orig: 2/24/16 Revised: TBD	

			<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 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>	<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>			
				<p><u>3/30/16 Update:</u> JSandwich will provide MySchoolAnywhere contact and project information to principals; awaiting response for next steps.</p>	3/30/16		4/14/16
				<p><u>4/27/16 Update:</u> KJohnson is overseeing implementation. Next steps?</p>			
6	Parent Survey	KJohnson	<p>5/25/16: 2 surveys are available and will be highlighted in the next STEM newsletter. Recommendation will be that next year's survey be done earlier in the year. Suggestion made to have a brief Fall survey (to capture new parent/early school year feedback) in addition to Spring survey.</p> <p>4/27/16 update: KJohnson will lead 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>	3/30/16		4/5/16
				<p><u>4/4/16 Update:</u> 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>	4/4/16		5/27/16
	Agendas/ ByLaws	RBorchert	<p>Per Renee, we need to have a community member - should not have students in STEM</p> <p>Renee will send out the agendas for our meetings one week prior to</p>	<p>5/25/16: Alicia will reach out to her colleague</p> <p>To protect sensitive student info, Lynn will set up SAC gmail accounts for each us to use (will use our individual roles as the name for the email and not our personal name).</p>			

	BoD meetings	<p>Next STEM BOD meeting is June 7th 5:30.</p> <p>SAC officers encouraged to attend unless it is a closed door executive session. Jeannie and Renee intending to attend next one.</p> <p>Per Cindy, there will be some action items for SAC coming out of STEM BOD soon per Dr. Eucker.</p> <p>Per Karyn, Communication Officer will be hired, starting in August.</p>				
	Back to School nights	<p>Preliminary calendar drafted and will be published soon (will include Student Launch Days, etc).</p> <p>SAC members to attend Back to School nights.</p> <p>Karyn suggested creation of SAC brochures.</p>	<p>5/25/16: Karen will follow up if there is a budget for SAC brochures.</p> <p>Renee will create signup sheet for SAC members to attend Back to School nights.</p>			
	Around the Table	<p>Lori raised the need to simplify communication vehicles at STEM and ensure all parents are in the distribution of the STEM communication vehicles.</p> <p>Kim Worth will not be continuing next year as staff representative on SAC - email for volunteer to fill the role will be sent out.</p> <p>Karyn - need to have Elem, MS, HS representation in SAC meetings from STEM Staff and Principal.</p> <p>Jeannie - How can we better help kids with special needs and have better support for these students next year.</p> <p>Karen - we have hired 2 social workers for next year, counselors. Will specify their roles.</p> <p>Karyn/ Cindy - Colorado Gifted & Talented Association could do a 2E session. SENG could also do a session. Could STEP also set up a session with a speaker.</p>				
8	Close	Next SAC meeting: August 31, 2016. No SAC meetings in June and July.				