



STEM School SAC Meeting Minutes and Action Items



Date: August 31, 2016	Meeting Chair: R.Borchert/K.Weiffenbach	Location: STEM School Elem Library
	Recorder: L.Kingman	Time: 6-8:00p

Attendees

Committee members	Role	Present	Role	Present
Renee Borchert	Co-chair*	Y	Lynne Paris	PTS Rep (STEP) N
Karyn Weiffenbach	Co-chair*	Y	Cindy Fiechtner	DAC Liaison* Y
Jeannie Kerr	Vice-chair*	Y	Alicia Turner	DAC Liaison* Y
Karen Johnson	Elem Principal*	Y	Carol Hester	Community Rep* N
Lori Kingman	Recorder/Elem Rep*	Y	Andras Csapo, Leigh Csapo, Julie Ley, Sharon Sears, Cody Schaff, Kelly Reyna, Jason Pickett, Lauren Pickett, Nicole Churchill-Jones, Michelle Marquez, Becky Geringer, Ed Spencer, Karen Lee-Toy	STEM Parents Y
Kaitlin Lawver, Anne Reinking	STEM Social Workers	Y		
Coleen Sullivan	STEM Counselor	Y		
Becky Matson	STEM School Psychologist	Y		
Katelyn Rooney	STEM Teacher* (Drama, GT, Cross-Country)	Y		
Lauren Hutton	STEM Teacher* (4th grade)	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



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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 / Introductions / Celebrations	R.Borchert	Introductions were made around the table. Meeting was well attended with SAC, Karen Johnson, Counseling Department staff, 2 STEM teachers and 13 parents in attendance.				
2	May meeting minutes approved by SAC	L. Kingman	Lori confirmed May meetings minutes were approved.				
3	Who SAC is and what is our purpose?	K. Weiffenbach	<p>Karyn explained purpose of SAC. Intent is to create a collaborative relationship with the entire administration. We are the advisory board and conduit of communication with the school and parent community.</p> <p>Renee & Karyn attending BOD meetings. Trying to get a BOD representative to attend these meetings.</p> <p>Renee pointed to SAC bylaws on the website.</p>				
4	DAC Report	A. Turner	Per Alicia, community member, Carol Hester, will start joining the SAC meetings with the next meeting. Background is ESL and LA. DAC meeting – lots of discord between the BOE and the community. Lots of seats open in the DAC. Charter seats may be full. Overall, Alicia was pleased with the meeting. Brian Wetterling is the parent rep and is trying to ensure				

			<p>teacher evaluations are aligned with the goals. BOE will have a retreat to build existing relationships between the board members. Mediation between BOE members will be done by a neutral party. Some charter recommendations (Not STEM's) were up for reaccreditation (every 5 years). Question was asked how communication between DAC and DCSD BOE is structured.</p>				
5	Counseling Program Presentation	<p>Kaitlin Lawver, Anne Reinking, Colleen Sullivan, Becky Matson</p>	<p>The Counseling Program staff at STEM was invited to present to SAC. There are 2 counseling teams under one umbrella – IEPs/504s and Special Needs Counseling.</p> <p>For MS: Plan is to create an empowerment group, stress management, social skills group, conflict resolution group over the next month or so. Participation is by teacher referral. In the future, will reach out to parents if they would like their kid included or even kids themselves.</p> <p>For Elem/Kindie: They will be teaching affective lessons, emotional intelligence (30 minutes / month) in the classes.</p> <p>For HS: They will have a similar approach. Scheduling is challenging.</p> <p>Trying to have teacher's suggest to SST what topics they would like to see. Ex: Empathy, using social media appropriately. Trying to create a curriculum for study hall – starting with Friday will be covering responsibility. Will be using games, activities and an incentive program to make it inviting, engaging and fun. Will be a canvas course. Renee asked about concern from parents on STEM Parent Facebook page about length of commitment, workload. It will be 15 minute activities. Will not be a huge commitment and interfere with student's homework time at home. Jeannie suggested to have this information on the STEM website. SST agreed to put it there. Karyn asked how Hannah Reese plays into this. Hannah is one of the assistant principals and is also the Elem G/T coordinator, concurrent enrollment. SST will have character education programs. Trying to reach the students where they are is part of why they are doing some of this in study hall.</p>				

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Principal's Report & Project Updates

K. Johnson

Elem K-1 and 2-5 Playground Update:
Architectural Diagrams for Playgrounds



Parent Question: Will older kids be able to use K-1 playground? Answer: No due to regulations governing younger children playground equipment use.

Timeframe for 2 – 5 playground is TBD since they still need to put out bids for construction vendor. All District approvals

8/31/16 Follow Ups:

- Timeframe for construction company bid for 2-5 playground (question for next SAC meeting)
- Karen will reach out to Lynne Paris for help in sending invites to Parent Directory so that parent users can begin accessing it.
- Karen will follow up with Driveline Committee Chair (Robert) so they can reach out to those who are signed up for the committee.
- Parent Survey results will be shared in the next SAC meeting.

		<p>have been received. K-1 playground ETC is October. Hammelman is the construction company. One of parents asked if S driveline will be gone. Karen is not sure at this point.</p> <p>Elementary Directory Update:</p> <p>Karen is working on how the home page should be set up and Lynne Paris will help her get the invites out to those who have joined the directory to be able to access (Lynne is familiar with MySchoolAnywhere).</p> <p>MS update: Creating new drama classes.</p> <p>HS update: High scores were reported on ACT. HS sports are up and running: cheerleading will start this year. Concurrent enrollment – 39 students total. 20 of those are full-time off campus. 12 AP courses. Plan to grow those AP courses, but students who get concurrent enrollment credit can take the AP test and get AP credit.</p> <p>Enrollment Update:</p> <p>1600 total enrollment for school currently. 400 total enrollment for K-5. Waitlist is 913 (K – 12). Ad to appear in Highlands Ranch Herald or other publication for spots in Highschool. Parent asked if there are plans to expand elementary further. L/T plan for next fall is to round out elementary to have 4 classes per grade.</p> <p>Traffic Management Plan Update:</p> <p>Morning driveline: Parents thought it greatly improved. Some reported getting through in 10 minutes. Number of siblings is the biggest challenge. Feedback from parents attending SAC is that morning driveline has been good.</p> <p>Afternoon driveline: Adopt practices from other charter schools (From parent who came to STEM from Littleton Academy – they have everyone’s phone number, they charge fines. Results: very safe, everyone is paying attention).</p> <p>Karen confirmed that if any cars are stacked on Barron’s Blvd (even 2 cars) that it is a violation of our Traffic Management Plan.</p> <p>Communications Director Update:</p> <p>Hired communications director (1 day a week): Will be doing STEM rebranding.</p>				
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			<p>BASE Update:</p> <p>Kids dropped off before 7:45 need to go to BASE</p> <p>BASE sticker shock price for parents of MS students</p> <p>91 students registered (K- 6). Average of 15 – 20 students in the morning. Current capacity is 30 students in the afternoon.</p> <p>Recruiting an assistant director</p> <p>They have homework space, they do gym time</p> <p>E-Prep Plan Update:</p> <p>Emergency manual with student rosters, communication plan, staff roster with phone numbers, building map</p> <p>Any changes after the end of the year bomb threat? They met with law enforcement and they will have an Emergency Command Person.</p> <p>Parent Survey Update:</p> <p>Our communication director and Dr. Eucker are compiling the survey results</p> <p>Will convey results in the next SAC meeting.</p>			
5	STEP Report (STEM PTO)	L. Paris	<p>STEP has raised enough funds to purchase 3 electric billboards for the outside of the school</p> <p>There will also be Internal monitors in all three schools and 3D printers in MS and Elem.</p> <p>STEM Blast-Off 9/22 at Civic Green Park – right after school. Showcase STEM Academy, BEST Robotics, volunteers needed.</p> <p>Potential for setting up Adult get togethers for parents to meet each other – one for each school possibly</p> <p>Other Fundraisers: Skate City, Restaurant Spirit nights (Crave was 8/30, Coldstone is 9/28), Safeway Cards, Box Tops, Check Writing Campaign (Direct Ask Program).</p> <p>Webpage has been revamped and will be released soon. Working on a STEP PTO Facebook page.</p> <p>Cody Blackburn sits on STEP (similar to how Karen sits on SAC) and had the following staff updates:</p>	8/31/16 - Karyn and Renee will follow up if STEP will pay for student directory (we will be at the \$400 level).	1/27/16	<p>Orig: 2/24/16 Revised: TBD</p>

			<ul style="list-style-type: none"> - Teresa O'Connell is Athletics Director for STEM, STEM will continue to build sports program - Now: golf, cross country, boy's soccer, cheer, girl's volleyball - We need a field! Plans have been presented to BOD, including playground - STEM has letters & letter jackets available: Lacrosse, TSA, Robotics teams, music, student government, speech & debate, etc. - STEM is considering elementary school camps: First Robotics helps Lego Robotics students - Next STEP Meeting: 9/14 6:30 pm in Elem Library 				
6	BOD Report	K. Weiffenbach , R. Borchert	SAC has a place on the BOD meeting agenda.	8/31/16 - Karen will ask if BOD minutes are going to be published. ← 9/17 update: Minutes will be posted. Karen will follow up on timeframe.			
7	STEM Audit and Budget	K. Johnson	STEM audit completed and budget & financials will be online in the next meeting.				
8	Roundtable Questions	All	<ol style="list-style-type: none"> 1. Has lottery happened for SeaCamp? Not yet. 2. Fifth grade will go to Colonial Williamsburg (will also be there at the same time as Coronado Elementary from JeffCo) 3. Should a school as large as STEM have more than one SAC? Skyview has one SAC for K-12. STEM SAC will monitor this if we don't see enough communication happening throughout the grade levels. 	8/31/16: <ul style="list-style-type: none"> - Parents would like to know when they will know Seacamp lottery results (Karen will follow up for more specific timeframes) ← 9/17 update: Everyone should have received communication regarding their status on the list. 			
8	Close		Next SAC meeting: September 21, 2016				