



## STEM School SAC Meeting Minutes and Action Items



<b>Date:</b> September 21, 2016	<b>Meeting Chair:</b> R.Borchert/K.Weiffenbach	<b>Location:</b> STEM School Elem Library
	<b>Recorder:</b> L.Kingman	<b>Time:</b> 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	Jeanne Work Swaim, Kelly Reyna, Lauren Pickett, Cody Schaff, Edward Spencer	STEM Parents	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 / Introductions / Celebrations	R.Borchert	Introductions were made around the table. Meeting was attended by SAC, Karen Johnson, and 5 parents in attendance.				
2	May meeting minutes approved by SAC	L. Kingman	Lori confirmed August meeting minutes were approved. Usual SAC meeting locations will be the Elem Library going forward.				
3	Principal's Report	K. Johnson	<p><b>Elem:</b></p> <p>K-1 playground approvals are all done. Scheduled for November. 2-5<sup>th</sup> grade playground scheduled for January/Feb. Some ideas have included creating a maker's space outside.</p> <p>LSS new hire – He helped open the first STEM school in WA. Moving from another Douglas County school.</p> <p>Special needs populations, including students on IEP's, ALP's, Read Plans and English Language support make up approximately 30% of our student population.</p> <p>Student council starting for K-5 (being led by Ms. Muller and Ms. Baldwin)</p> <p>Halloween plans – planning will take place on 9/23.</p> <p>Parent Conferences – open conferences will be Thurs &amp; Fri. Karen will follow up on making sure that parents with kids who are struggling or getting lower grades to be contacted and a conference set up. One parent would like more Elementary teacher contact.</p> <p><b>MS:</b></p> <p>Planning to have a Shuttle bus – 24 passenger bus that will make a driveline loop and will drop off/pick up at the MS entrance and will go to the RTD at the Town Center (4 minutes round trip estimated). Shuttle bus will be given priority through the driveline. Permission forms for parents are being drafted. Will not be for Elem students yet.</p>				

			<p>Working on STEM success skills in Study Hall</p> <p>Speech language pathologist will be starting shortly</p> <p>POD meetings (grade level meetings) are focusing on student success and PBL development</p> <p><b>HS:</b></p> <p>Parents need to remember that the HS parking lot is not for pick up in the afternoon. Closed everyday.</p> <p>Talking with D1 Sports right now about a possible relationship to use their space / sport courts (have basketball courts, weight room, indoor turf).</p> <p>Homecoming week is next week – Powderpuff game on Friday 9/30.</p> <p>Cody working on academic awards and extra curricular lettering</p>				
4	Staff Report	K. Johnson	<p><b>HS:</b></p> <p>Focusing on consistency among all teachers in enforcing student handbook’s policy on discipline, dress code, accepting late work, etc. Modeling character for our students, staying positive, remaining respectful and not engaging in rumor spreading. Making each assignment meaningful and providing timely, meaningful feedback to students. Showing students how to engage in effective time management. Teaching effective collaboration during group PBLs. Telling our kids it’s okay to struggle sometimes because this promotes learning and growth Teaching kids to be proactive, self-advocates to solve academic issues. Teaching kids it’s more than just about the grade. It’s about learning new skill and increasing knowledge. Reinforcing to students that we must treat school property with respect and not be disruptive during lunch for example.</p> <p><u>Parent question during the meeting:</u> Concern with lag time of teacher’s returning graded assignments. How can we improve this? Karen will make sure this comes up in the Professional Day meetings on 9/23.</p>				

			<p><b>ES:</b></p> <p><u>Parent request during the meeting:</u> One parent had a request for more communication from teachers on what kids are doing for the week. Karen said that some teachers are doing weekly newsletters and there is also more detail in the weekly STEM newsletter under the Elem Update section. All agreed that communication between teachers and parents will reinforce the partnership.</p> <p><u>Parent question during the meeting:</u> Are the elementary kids going to be part of the 10/6 conferences? Yes they will. Professional Day meetings will lay that out. Grading for K-3 will be a 4,3,2,1 (4 = Exceeding, 3 = meeting, 2 = partially meeting, 1 = not meeting)</p>				
5	STEP Report	L. Paris (provided prior to the meeting)	<p>STEM Launch – they will have Safeway Cards being given out for grocery cards. Will also have King Sooper cards eventually. No bouncy houses or hamster balls because of slope of Civic Green Park. Will have BEST robotic team there, live music, food trucks. Question was asked: Who will be supervising and ensuring earlier arriving kids to Launch will be safe? Karen will follow up tomorrow.</p> <p>Parent Directory – Confirmation received that David S, STEP President, will pay for it himself if STEP finds that it does not benefit the entire school (requirement to benefit whole school if STEP pays). Per Karen, the directory is open to all families from all grades.</p> <p>Digital Billboard money is available and just waiting for STEM branding to be finalized before purchasing.</p> <p>Potential for having a flagpole as an Eagle Scout project. Renee will follow up with Eagle Scout group she knows.</p> <p>Upcoming fundraising events: Skate City Night, Coldstone Creamery Night</p> <p>New STEP website and Facebook Page created</p> <p>Next STEP meeting TBD</p>	<p>Regarding setting up a flagpole at STEM - Renee will follow up with Eagle Scout group she knows.</p> <p>Follow Ups Remaining from 8/31 meeting:</p> <ul style="list-style-type: none"> <li>- Karen will follow up with Driveline Committee Chair (Robert) so they can reach out to those who are signed up for the committee.</li> <li>- Parent Survey results will be shared in the next SAC meeting.</li> </ul>			

6	DAC Report	A. Turner / C. Fiechtner	<p>DAC met last week. BOE members attended: Vogel, Reynolds and Silverthorne. Lots of discussion around Benevento's resignation. Doing interviews for new candidates in early October. Silverthorne and Ray will do first pass on the candidates who will get to be reviewed by the Board. DAC elected some of their own reps. Sarah Wetterling is continuing as Chair. Alicia was wondering who the Charter representative was. Cindy will follow up. Committees gave their updates.</p> <p>Long Range Planning Committee Updates:</p> <ol style="list-style-type: none"> <li>1. Looking to outreach to SACs on budget prioritization</li> <li>2. Suggestion from parent made that STEM representative would join the Long Range Planning Committee. Has that been discussed/considered? Renee/Karyn will take this to the next STEM BOD meeting.</li> <li>3. Erin Kane spoke (new interim superintendent). Will be visiting all the schools. Cindy will confirm if she will be visiting STEM.</li> <li>4. Lot of discussion on changes for UIP (Matt Reynolds). Significant changes coming from the CDE and legislature. District level data trend analysis will begin. 2014-2015 was PARCC. 2016-2017 includes SAT. New federal requirements, growth data changes, desegregated groups are changing. There will be new online UIP system. STEM as a charter needs to abide by the UIP. Some resources are already posted on the DAC website that SAC can use to help facilitate dialogue. <p>Elementary Report Card: STEM is currently not reporting on world-class outcomes and 21<sup>st</sup> century skills due to excessive time required to complete the reporting. We have our own way of reporting outcomes that is less administrative overhead for our faculty.</p> <p>Parent Engagement: Kathy Brown shared her parent engagement activities and Parent University (Upcoming topics: Sleep Hygiene, How to Partner with your Child's Teacher). Next Fall Forum meeting will be focusing on Parent Engagement. Coming up on 10/11 at Castle Rock Douglas County BOE headquarters.</p> </li></ol>	<p>Follow up: Cindy will follow up on who the Charter representative was.</p> <p>Renee/Karyn will bring up suggestion that STEM should have a representative in the DC Long Range Planning Committee in the next STEM BOD meeting.</p> <p>Cindy will confirm if Erin Kane will visit STEM.</p>			

6	BOD Report	K. Weiffenbach , R. Borchert	<p>STEM currently has 1,598 total enrollment. Openings still remain in 1<sup>st</sup> grade (ad in HR Herald).</p> <p>TMP committees (8 committees exist)</p> <p>Total cost of Shuttle service is \$70K for morning and afternoon. RTD approved use of their lot as the starting and ending point.</p> <p>Asked about area over the retention pond – as long as it is a permeable ground area, you can construct on it.</p> <p>Due Diligence Discovery was necessary for having new STEM schools in other locations (Lone Tree area, Sterling Ranch area). Suggestion from Cindy to tap into Erin Kane (experience with doing 2 charter school locations).</p> <p>STEM Branding (January/February timeframe) discussions underway.</p> <p>STEM Academy – should it be under the school umbrella? (due to insurance liability). Some homeschooled kids don't feel comfortable representing STEM. Group felt that homeschooled kids should be representing STEM.</p> <p>STEM's Net Income for 2015/2016: \$400K. Reflects good financial management</p> <p>ZIO 1 GB is up and running has resulted in great Wi-Fi improvements. May have a sign-in for the Wi-Fi to help manage bandwidth usage.</p> <p>STEM Happy Hour for Staff</p> <p>Teacher Development/Support: Mentors for new teachers, Themed potlucks, College Theme Fridays, Surveys to assess teacher morale</p> <p>STEM's diversity is 33%</p> <p>There is a BOD for STEM Academy. They are looking at STEM Leadership Academy to help train future STEM faculty/teachers.</p> <p>Next BOD meeting is 10/11</p>				
7	Project Updates	K. Johnson	<ul style="list-style-type: none"> <li>o STEM had very strong results on PARCC, CMAS, PSAT10, AP scores             <ul style="list-style-type: none"> <li>- Spring 2016 assessments (5<sup>th</sup> – 9<sup>th</sup> grade):                 <ul style="list-style-type: none"> <li>- PARCC ELA – STEM exceeded the PARCC average, state average, district average</li> </ul> </li> </ul> </li> </ul>				

			<ul style="list-style-type: none"> <li>- PARCC Math – STEM exceeded all the averages for all grades except for 8<sup>th</sup> grade and Algebra 2.</li> <li>- CMAS Science – (only taken in 5<sup>th</sup>, 8<sup>th</sup> and 11<sup>th</sup> grade). STEM exceeded all the averages.</li> <li>- PSAT10:             <ul style="list-style-type: none"> <li>- STEM – 1110</li> <li>- District – 1012</li> <li>- State – 945</li> <li>- National – 937</li> </ul> </li> <li>- AP scores: In 2016, STEM had 82.2% of students with Scores over 3 vs. 62% for Colorado.</li> <li>- UIP goals/targets/action plans – Not a lot of changes. Most goals are usually around meeting the needs of diverse students (Special Education students). STEM just received the latest UIP scores and will be writing our goals soon.</li> <li>o TMP committee progress – 8 committees being worked</li> </ul>				
8	Roundtable Questions	All	<ul style="list-style-type: none"> <li>a. No left turn into the HS – request that Karen follow up with Cody for more enforcement that no one take left turns into HS.</li> <li>b. When there is inclement weather, plan is to have kids come to front entryway. Siblings would come to the younger kids' classroom (through the building).</li> <li>c. Question from parent: Do Elementary students say the Pledge of Allegiance? Karen will follow up.</li> <li>d. Question from parent: Will Elementary do a Spirit Week?</li> <li>e. Another concern: Feeling that EAs (Education Assistants) are short staffed. Per Karen, they have had 2 EAs resign in the past week.</li> </ul>	<p>Karen will follow up with Cody on more law enforcement to address the left-turners</p> <p>Karen will follow up about Pledge of Allegiance</p> <p>Need to assign: Question from parent if Elem will do a Spirit Week.</p>			
8	Close		Next SAC meeting: October 19, 2016				