

WJMS ACCOUNTABILITY MINUTES

September 2014

Date | 9/8/2014 | Meeting called to order by Matt McKeown

In Attendance

<input checked="" type="checkbox"/> Becky Brown	<input checked="" type="checkbox"/> Susan Burroughs	<input checked="" type="checkbox"/> Rob Christie
<input checked="" type="checkbox"/> Heather Ferry	<input checked="" type="checkbox"/> Mary Flannery	<input checked="" type="checkbox"/> Wendy Gruchow
<input checked="" type="checkbox"/> Kim Halingsstad	<input checked="" type="checkbox"/> Ian Malcolm	<input checked="" type="checkbox"/> Suzanne Matson
<input checked="" type="checkbox"/> Caren Matteucci	<input checked="" type="checkbox"/> Matt McKeown	<input checked="" type="checkbox"/> Wil Mitchell
<input checked="" type="checkbox"/> Tori Rommel	<input type="checkbox"/> Tammy Story	<input type="checkbox"/>

Approval of Minutes

Status of the minutes from March, April, and May 2014 is unknown.

Welcome and Introductions

Three new SAC members were in attendance: Heather Ferry, a parent; Ian Malcolm, a parent and seventh grade teacher; and Susan Burroughs, a special education teacher.

Procedural

Meetings are the second Monday of the month at 3:30pm. There are no meetings in December.

Matt asked if there were any procedural questions. Kim Halingsstad asked who would be secretary for the committee; Suzanne Matson offered to be secretary. Meeting minutes will be put on the website.

Physical Safety & Parking Lot Issues

Transportation, Safety and Security, Risk Management, and an Engineer from City of Lakewood have been consulted on school issues. There are not many options for fixing the parking lot issues. Students need to unload in the front of the line – no drop-offs from cars before the front of the line.

We have locked doors, a front door bell, a monitor in office, and four new cameras inside the building.

We have two lockdown drills scheduled. Fire drills take place every month.

During summer, pavement will be added up and around the side of the building for evacuation.

Halloween

Educational and instructional time is valued highly. Parties are a distraction from educational and instructional time. Halloween-related discipline issues can make the day difficult for teachers, particularly with inappropriate dress. The school holds a Fall Dance in the evening as a celebration towards the end of the trimester. We would like to promote Movie Night and Fall Dance in place of Halloween celebration.

Parties in Advise are sometimes held. Advise is only 15 Minutes this year.

WJMS ACCOUNTABILITY MINUTES

September 2014

Snacks are limited by the [Healthy, Hunger-Free Kids Act of 2010](#). There are few exemption days, although before and after school periods are exempt. It includes calorie, sodium, and sugar criteria. There are penalties and financial sanctions (.06/day) for infractions. A school discussion is possible.

Proposed Standing Agenda Item: PTA Update

A new design for school spirit wear is coming out. It will include junior fit items in addition to adult sizes.

No WJMS SAC decision made on creating a standing agenda item for PTA.

District School Board Update

Board meeting recordings and minutes are available at <http://www.jeffcopublicschools.org/board/minutes.html>.

Additional Discussion

State testing will be taken online this year. PARCC is the umbrella term for all testing. An additional computer lab is required to meet online requirements for the tests.

Requested:

- Agenda distributed before the meeting with Timeline of Mandated Accountability Tasks (deadlines for required items).
- Committee has not discussed any mandatory items in today's meeting.
 1. TCAP Review next month.
 2. The issue of bylaws needing to be revised was raised. Wendy, Suzanne, Tammy, Becky, Caren all open to participating in revising bylaws to be compliant with State Law.

Next Meeting

Date: 10/13/2014

Time: 3:30pm

Location: WJMS Library

Meeting adjourned at 4:25pm.

WJMS ACCOUNTABILITY MINUTES

October 2014

Date | 10/13/2014 | Meeting called to order by Matt McKeown

In Attendance

<input checked="" type="checkbox"/> Becky Brown	<input type="checkbox"/> Susan Burroughs	<input type="checkbox"/> Rob Christie
<input checked="" type="checkbox"/> Jennifer Clark	<input checked="" type="checkbox"/> Heather Ferry	<input checked="" type="checkbox"/> Mary Flannery
<input checked="" type="checkbox"/> Wendy Gruchow	<input checked="" type="checkbox"/> Kim Halingstad	<input type="checkbox"/> Ian Malcolm
<input checked="" type="checkbox"/> Suzanne Matson	<input type="checkbox"/> Caren Matteucci	<input checked="" type="checkbox"/> Matt McKeown
<input checked="" type="checkbox"/> Wil Mitchell	<input checked="" type="checkbox"/> Jeannine Murath	<input checked="" type="checkbox"/> Tori Rommel
<input type="checkbox"/> Tammy Story	<input type="checkbox"/>	<input type="checkbox"/>

Approval of Minutes

September 8, 2014 minutes were not approved.

Welcome and Introductions

No new people in attendance.

2013 TCAP Results

Principal Becky Brown handed out achievement data – overall, scores were good. A handout was distributed. The values of Proficient and Advanced should add up, but they do not. We do not know why this happens. There is a trend across the district that scores go down as students advance through higher grade levels. Growth scores dropped in all grades across the board in every subject. Becky has consulted with the CDE on growth scores. WJMS fell drastically in math on growth scores. Our academic focus is on reading; to keep reading scores up.

School UIP/Urgent Challenges/Major Improvement Strategies

The school needs to keep reading scores up and do more writing in Language Arts classes.

Priority Needs and Urgent Challenges: We've shown growth in writing but we continue to focus in this area.

Writing scores need help in all subgroups and all grade levels. It was asked why we have high achievement but low growth scores?

- School focus is currently on what was coming, not the current testing. Focus on PARCC vs. TCAP.
- Growth Model has its challenges and difficulty. Because the achievement is still good, when you look at growth scores is there a population that has high achievement but low growth because it is harder to grow.
- Becky has asked for help from both the District and CDE. Acuity pointed toward remaining stable.
- 8th Grade students have not had low growth for 2 years.

School Performance Framework: 3 year looks good, the 1 year doesn't look as good.

WJMS ACCOUNTABILITY MINUTES

October 2014

Educator Grants

Robotics club received a \$300 grant. It will be used to purchase replacement parts and for a [SeaPerch underwater robot](#). Social studies teacher Michael Fisher received a grant.

Bylaw Discussion Update

Should we have a Bylaws document that refers/references back to state statutes? No decision by WJMS SAC.

One change that must be made is the term of the Chairperson. Statute requires a 1-year term. This change must be made. Who will make the change? Should this wait until Bylaws have been agreed upon? No decision by WJMS SAC.

Voting Procedures and Method need to be clarified. What are our procedures? What voting method will be used? Who will be the voting membership for elections? For SAC monthly business? No decision by WJMS SAC.

It was suggested to clarify the purpose of the SAC and to include this purpose in the Bylaws.

- Refer back to the statute to clarify the purpose.
- Make clear what the SAC is required to go over.
- Language from the school district is not reflected in the Bylaws.

No decision by WJMS SAC.

The position of secretary is difficult to perform without a clear understanding between voting and nonvoting members and the attendance requirements.

- Only need 7 people as voting members.
- Who is the PTA designee?
- Who is the voting member? A secretary must be able to know this.
- Attendance requirements.
- There is a question as to whether we are under an alternative membership plan.

No decision by WJMS SAC.

Parent Engagement Plan

- Community building of communicating appropriately with people who are interested.
- Goal last year of Caren's was that we work on the reputation of the school.
- We do have to have a parent engagement plan.
- Are we actively doing anything to get more parent involvement?
- Everyone seemed to think that recruiting parents (parent engagement plan) would be an appropriate action.

No decision by WJMS SAC.

Proposal: Clarify the membership. Meet requirement of parent members than teachers.

Clarify in Bylaws voting membership and ensure people understand their status.

Questions regarding Removal and Term Limits

No decision by WJMS SAC.

WJMS ACCOUNTABILITY MINUTES

October 2014

Question regarding Bylaw Availability and Signing:

- Signing the bylaws creates an understanding of the commitment of SAC participation
- Put bylaws on the website. Not comfortable asking parents to sign the Bylaws.
- The committee needs to be accountable to the bylaws and taxpayers.

No decision by WJMS SAC.

District School Board Update

Board meeting recordings and minutes are available at: <http://www.jeffcopublicschools.org/board/minutes.html>

Additional Discussion/Public Comment

Question: Could the name of the SAC be changed?

At the high school, the SAC is called the Leadership and Accountability Committee, with the purpose to be more enticing. No decision by WJMS SAC.

Safety: No locks on the girls' bathrooms. A work order has been placed to replace locks on girls' bathroom stalls. October 29th is the goal.

Conclusion/Wrap Up

Send Becky the changes requested to the WJMS Bylaws and handle communication by e-mail.

Next Meeting

Date: 11/10/2014

Time: 3:30pm

Location: WJMS Library

Meeting adjourned at 4:25 pm.

WJMS ACCOUNTABILITY MINUTES

November 2014

Date | 11/10/2014 | Meeting called to order by Matt McKeown

In Attendance

<input checked="" type="checkbox"/> Becky Brown	<input checked="" type="checkbox"/> Susan Burroughs	<input type="checkbox"/> Rob Christie
<input checked="" type="checkbox"/> Jennifer Clark	<input type="checkbox"/> Heather Ferry	<input checked="" type="checkbox"/> Mary Flannery
<input checked="" type="checkbox"/> Wendy Gruchow	<input checked="" type="checkbox"/> Kim Halingstad	<input type="checkbox"/> Ian Malcolm
<input checked="" type="checkbox"/> Suzanne Matson	<input type="checkbox"/> Caren Matteucci	<input checked="" type="checkbox"/> Matt McKeown
<input checked="" type="checkbox"/> Wil Mitchell	<input checked="" type="checkbox"/> Jeannine Murath	<input checked="" type="checkbox"/> Tori Rommel
<input type="checkbox"/> Tammy Story	<input type="checkbox"/>	<input type="checkbox"/>

Approval of Minutes

The October 2014 minutes were not approved.

Welcome and Introductions

No new people in attendance.

Student Based Budgeting

Principal Becky Brown presented a slide deck on Student Based Budgeting (SBB), also known as Zero-Based Budgeting. SBB is a budgeting process that shifts much of the budgeting process from being centrally-based in the district to locally-based at the school with more input and flexibility from principals and administrators. Budget allocations are based upon district averages for expenses in areas such as personnel, and previous historical expenses for each school (other school expenses) and allows the school to budget monies on priorities versus the central administration assigning line item budgets. This is a good move on behalf of the district, however, is often overwhelming in terms of the additional work it creates for school administrators/principals.

District School Board Update

Board meeting recordings and minutes are available at: <http://www.jeffcopublicschools.org/board/minutes.html>

Next Meeting

Date: 1/12/2015

Time: 3:30pm

Location: WJMS Library

Meeting adjourned at 4:35 pm

WJMS ACCOUNTABILITY MINUTES

January 2015

Date | 1/12/2015 | *Meeting called to order by* Matt McKeown

In Attendance

Attendance was not reported.

Approval of Minutes

November 2014 minutes were not reviewed.

School-Based Budgeting

The Student Based Budgeting presentation introduced in November was revisited as the school budget is submitted in January. SBB was introduced via legislation in 2014.

What will we see from Student Based Budgeting? Flexibility, equity (it varies by building, offering an equitable reset and approved variances), and transparency. The goals for next year are to set dollar allocations and strategically budget, monitor and manage funds.

- District/central funds will pay for 6th grade electives, ESL, Gifted and Talented, psychology, special education.
- Free and Reduced Lunch students will continue to have their fees waived, as well as for Outdoor Lab.
- There will be no change to athletics, custodial, ESL, or special ed. The appears to be no change to GT.

70% of option schools that have defined budgets will not follow SBB; Dennison, Manning, D'Evelyn will. 25% of 6-8 middle schools will be in the 2015-16 school year. SBB budgets must comply with the JCEA and CSEA contracts. Funding is based upon the October count; part-time secondary students, kindergarteners, K-12 = 1.0 FTE.

Next Meeting

Date: 2/9/2015

Time: 3:30pm

Location: WJMS Library

WJMS ACCOUNTABILITY MINUTES

February 2015

Date | 2/9/2015 | Meeting called to order by Matt McKeown

In Attendance

<input type="checkbox"/> Becky Brown	<input checked="" type="checkbox"/> Susan Burroughs	<input type="checkbox"/> Rob Christie
<input type="checkbox"/> Jennifer Clark	<input checked="" type="checkbox"/> Heather Ferry	<input checked="" type="checkbox"/> Mary Flannery
<input checked="" type="checkbox"/> Wendy Gruchow	<input checked="" type="checkbox"/> Kim Halingstad	<input type="checkbox"/> Ian Malcolm
<input type="checkbox"/> Suzanne Matson	<input type="checkbox"/> Caren Matteucci	<input checked="" type="checkbox"/> Matt McKeown
<input checked="" type="checkbox"/> Wil Mitchell	<input type="checkbox"/> Jeannine Murath	<input checked="" type="checkbox"/> Tori Rommel
<input type="checkbox"/> Tammy Story	<input type="checkbox"/>	<input type="checkbox"/>

Approval of Minutes

The minutes from September 2014, October 2014, and November 2014 were approved. The January 2015 minutes were not yet available and thus not approved.

Budget Priorities Feedback

The committee discussed the need for clearer understanding of choices for priorities. The required online form for budget priorities was submitted to District SAC. Priorities: 1. Maintain a staffing that provides a reasonable class size (an average of 30 students); 2. A strong electives program; and 3. Maintain GT Center programming. Some committee members shared a need to see the actual WJMS budget to help make informed decisions.

2020 Vision Committee Update

Matt and Phoebe McKeown are both serving on this committee which determines competencies and curriculum for students starting in the class of 2014-15 7th grade. Second meeting is next week.

Follow-Up on Voting Member Question

All individuals on the email list consider themselves to be voting members. The following teachers are not receiving minutes and updates: Susan Burroughs, Ian Malcolm.

District School Board Update

Board meeting recordings and minutes are available at: <http://www.jeffcopublicschools.org/board/minutes.html>

Next Meeting

Date: 3/9/2015

Time: 3:30pm

Location: WJMS Library

WJMS ACCOUNTABILITY MINUTES

March 2015

Date | 3/9/2015 | Meeting called to order by Matt McKeown

In Attendance

<input checked="" type="checkbox"/> Becky Brown	<input checked="" type="checkbox"/> Susan Burroughs	<input type="checkbox"/> Rob Christie
<input type="checkbox"/> Jennifer Clark	<input checked="" type="checkbox"/> Heather Ferry	<input checked="" type="checkbox"/> Mary Flannery
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<input checked="" type="checkbox"/> Wil Mitchell	<input type="checkbox"/> Jeannine Murath	<input checked="" type="checkbox"/> Tori Rommel
<input type="checkbox"/> Tammy Story	<input type="checkbox"/>	<input type="checkbox"/>

Approval of Minutes

Neither the January nor February minutes were approved at this time.

Welcome and Introductions

No new members in attendance.

2020 Vision Committee Update

Matt and Phoebe McKeown are both serving on this committee which determines competencies and curriculum for students starting in the class of 2014-15 7th grade. The February meeting took four hours; there are nine different teams working on core competencies. It was asked how competency flows and from where. Competency work is being turned into a visual; graphics art students will work up the posters.

Budget Priorities Feedback

Several handouts were reviewed by the committee.

Detailed School Budget Plan 2015-2016 (Pink)

- The SBB is currently based on a count of 563. Two teachers from 6th grade will be cut because of smaller incoming class. 50 student reduction x \$3500/student = \$175,000
- \$18,000 computers + \$12k from magazine sales for computers: "Printing" Category
- Contracted Services: for computer lab
- School is still charged long distance
- Contingency: paras extras, sub days extras, teacher supplies, Outdoor Lab, Colt Chronicle, fees, postage
- Office Materials: supplies
- Clinic Supplies: contingency or donation
- Instructional Materials: books for science, social studies.
- Textbooks: \$500 to each of the four core classes.
- Copier Usage: \$18k/year
- Carry Forward: \$49,131
- We have had some attrition to the Deer Creek STEM program and Evergreen Middle School.

WJMS ACCOUNTABILITY MINUTES

March 2015

- Are stipends still offered? No.
- How do you allocate more to staff development? \$500 out of house. Staff development can also be taken out of contingency.
- \$10-12k per year to cover Outdoor Lab Fees for students who can't afford (FRP) as part of the standard budgeting process; any parent can obtain a King Soopers or Safeway Card to pay for Outdoor Lab fees.

West Jeff Middle School Fees Sheet (Yellow)

- Instrument Rental Fee \$125 – New Fee
- Changed fee structure this year to ensure parents know what the fees are they are being charged.
- English and Language Arts have no supply fees. These are on the supply list.
- Used to have a science fee. We will check into science fees being approved by the district, but typically has to be a consumable per student.
- The fees sheet is what has been approved through the district to this point.

Math UIP Goal – (White)

- Acuity has not reflected a decline. Difficult to align and compare performance. This is the last year for Acuity.
- UIP: March/April/May will continue – This should be updated in May.

Language Arts UIP Goal – (White)

- Audio recording used to give students feedback. Students and teachers were very positive about its use.

District School Board Update

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Additional Discussion/Public Comment

- April – People Interested in Serving as Chairperson
- May – Election like last year.
- April Culture and Climate
- Opted not to do the Make Your Voice Heard survey due to PARCC testing.
- Feedback on PARCC: teachers and students “easier than Acuity” but more difficult than TCAP. Logistics on the computer were far from perfect; the geometry test was difficult to load.

Next Meeting

Date: 4/13/2015

Time: 3:30pm

Location: WJMS Library

Meeting adjourned at 4:35 pm.

WJMS ACCOUNTABILITY MINUTES

April 2015

Date | 4/13/2015 | Meeting called to order by Matt McKeown

In Attendance

<input type="checkbox"/> Becky Brown	<input type="checkbox"/> Susan Burroughs	<input type="checkbox"/> Rob Christie
<input type="checkbox"/> Jennifer Clark	<input type="checkbox"/> Heather Ferry	<input type="checkbox"/> Mary Flannery
<input checked="" type="checkbox"/> Wendy Gruchow	<input type="checkbox"/> Kim Halingstad	<input checked="" type="checkbox"/> Ian Malcolm
<input checked="" type="checkbox"/> Suzanne Matson	<input type="checkbox"/> Caren Matteucci	<input checked="" type="checkbox"/> Matt McKeown
<input type="checkbox"/> Wil Mitchell	<input type="checkbox"/> Jeannine Murath	<input checked="" type="checkbox"/> Frank Reetz
<input checked="" type="checkbox"/> Tori Rommel	<input type="checkbox"/> Tammy Story	<input type="checkbox"/>

Approval of Minutes

January, February, and March 2015 minutes were approved.

Welcome and Introductions

No new members in attendance.

By-Law Review and Revisions Subcommittee

(no material provided)

Student Based Budgeting Follow Up

(no material provided)

Nominations for Officer Positions

(no material provided)

District School Board Update

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Additional Discussion/Public Comment

- Safety/Discipline Committee and Advisory Committee
 - Incidents: Physicality, No Drug or Alcohol, Gag that goes too far.
 - In Assembly: Detective George Muma Cyberbullying, Texts, E-mails, Justice As a Juvenile, Next year is hopeful, no cost. Parked car.
- WEB Program Applications Due on 30th of April.
- District Accountability Update from Matt next Month.

WJMS ACCOUNTABILITY MINUTES

April 2015

- UIP Dip in scores from last year.
 - Numbers spoke.
 - Why the numbers dropped.
 - Data Narrative – Action
 - 1st Conversation
- Amy Baker – Digital Teacher Librarian
 - Push for getting the website updated
- Legislation out of the Senate – Schools drop below state accountability standard.
 - Student Body Opted Out... Mostly 8th grade, 15 kids opt out –