

# WJMS ACCOUNTABILITY MINUTES

March 2018

Date | 3/19/2018 | Meeting called to order by Sara Miller

## In Attendance

<input type="checkbox"/> Jennifer Baker	<input checked="" type="checkbox"/> Becky Brown	<input checked="" type="checkbox"/> Beth Bunchman
<input type="checkbox"/> Dan Cohan	<input checked="" type="checkbox"/> Steve Cox	<input type="checkbox"/> David Fennimore
<input checked="" type="checkbox"/> Paul Figlia	<input checked="" type="checkbox"/> Sara Gilloth	<input checked="" type="checkbox"/> Melissa Gutierrez
<input checked="" type="checkbox"/> Kim Halingstad	<input checked="" type="checkbox"/> Salesa Hancock	<input checked="" type="checkbox"/> Diane Lowry
<input checked="" type="checkbox"/> Patti MacLennan	<input type="checkbox"/> Mika Melvin	<input checked="" type="checkbox"/> Sara Miller
<input checked="" type="checkbox"/> Clara Mizenko	<input checked="" type="checkbox"/> Janet Moore	<input type="checkbox"/> Paul Pinarretta
<input checked="" type="checkbox"/> Aimee Pless	<input type="checkbox"/> Shea Robinson	<input checked="" type="checkbox"/> Mya Sapien
<input checked="" type="checkbox"/> David Schoenhals	<input checked="" type="checkbox"/> John Seevers	<input checked="" type="checkbox"/> Kristy Sjogren
<input checked="" type="checkbox"/> Ann Sparks	<input checked="" type="checkbox"/> Kyle Stielow	<input checked="" type="checkbox"/> Tammy Story
<input checked="" type="checkbox"/> Heather Swegle	<input checked="" type="checkbox"/> Sally Kate Tinch	<input checked="" type="checkbox"/> Lynn Westfall
<input checked="" type="checkbox"/> Barbara Wickham	<input type="checkbox"/> Bridget Williams	

## Approval of Minutes

The January minutes were posted to the school website and distributed via e-mail. A motion was made, seconded, and passed to accept the January minutes without revision.

## 2018-2019 School Budget and Student Fees

A handout of the 2018-2019 budget was circulated; it is included after the end of the minutes. After salaried positions, there is about \$250,000 to allocate. In addition to salaried licensed positions, we pay for secretaries, paraprofessionals, and a clinic aide. Additional Pay - Certificated is used to pay classroom teachers that give up their planning period to cover a class when there is an open substitute position. Mileage and Travel has not been used during Mrs. Brown's tenure; it remains in case of future need. Employee Training and Curriculum Dev/Staff Training are used to help defray the cost of professional development for staff, such as when we sent a counselor to W.E.B. facilitator training. Contracted Services pays for installing projectors, cameras, etc. We do our best to keep the cost down. We set aside about \$400 for postage, \$2300 for office material/supplies, and \$400 for clinic supplies. Teachers get a small amount for curriculum materials (about \$200/teacher). We set aside about \$1500 for the library. Textbooks is an item in case the district approves a science or social studies textbook in the future. We spend about \$19,500 on copies and copy paper. The budget was submitted to the district earlier this year and has been approved.

The floor was opened to questions:

- What does enrollment look like for next year? We budgeted for 533 based on the October count. We expect about 590 at this point, so we will receive additional funds for that around December.
- What is the building capacity? [This is based on square footage and will be updated at the April meeting.]

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- How are grade sizes calculated? They are the sum of students coming up from our feeder schools, plus a small number of open enrollments. Our outgoing 8th grade class is small and the incoming 6th grade class is around 210.
- Have we cut off open enrollment? Yes, due to grade size. We did grant open enrollment to a handful of students coming up from Elk Creek that have been choice enrolled from Platte Canyon for several years.
- Why is there a fractional number of teachers listed? Our 26.17 full-time equivalent includes an extra section for Laura Garrison, who teaches 6 course sections to meet the demand for instrumental music.

A handout of the 2018-2019 fee sheet was circulated; a version of it printed on March 21 is included after the end of the minutes. The fees are substantively the same as our 2017-18 fees; we might drop the geometry workbook and make a few other changes. Field trips appear as an open item so we can collect field trip money via Jeffco Connect. We try to keep our fees low, knowing they are higher in high school. Any questions may be sent to Mrs. Brown.

Patti MacLennan added that a TI-84+ graphing calculator will be specified on the supply list (not the fee sheet) for students taking Algebra 1 or Geometry. The students will use them throughout high school. Classroom instruction with graphing calculators works more smoothly when everyone is using the same model.

Please continue to spread the word about paying fees! While paying student fees is optional under current Colorado law, we would like to see a higher rate of payment. This year we only had to pay around \$6200 to Outdoor Lab for students whose families did not pay for whatever reason. We celebrate every year that unpaid amount declines.

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## Math Interventionist Position

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Earlier this year, it came to the school's attention that we had the possibility of adding a math interventionist position since we did not anticipate the enrollment for an additional full-time teacher. It was discussed with the staff and positively received. The math interventionist position has a lot of flexibility: they can focus on data and work with that, do push-in and support in classrooms, or pull small groups for students identified via MAP (which breaks students' scores down into numerous skill areas) that could use more focused instruction. Since our math scores have seen relatively low growth and we have identified specific gaps, this is a good support for our students.

Current teacher Patty Garthe will be moving into the position. She is very good at working with data and drilling down into it. Her role will have to be defined more as the next year approaches but we know she will be planning with math teachers and supporting front-loading for difficult units, helping with small groups and co-teaching. It was asked if we will be hiring an eighth-grade math teacher to fill her current position. Yes, interviews are scheduled for later this week. We have six well-qualified candidates.

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## Early Release Days for 2018-19

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Two of the elementary schools whose students matriculate to West Jeff Middle schools began having non-contact days on district-scheduled K-8 early release days to provide better-quality professional development opportunities. A parent with a student at one of those schools said it's only been a minor inconvenience for childcare (their school has a preschool, which operate Tuesday through Friday in Jeffco Public Schools) and has really helped teachers have an entire day to focus on learning and planning as a staff.

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At West Jeff Middle, having single full non-contact days throughout the year would support continuing PBL planning and collaborative work. It would also allow vertical planning (K-8) with our feeder schools that have non-contact days. We would continue to exceed the required instructional hours per year at every grade level with those additional 21.5 hours removed from student contact time. It was asked if the buffer over the required instructional hours would allow an additional day for planning. No.

It was asked if our attendance rates have dropped on early-release days. Yes, and noticeably so, although we do not have data available to correlate it with families that have students in the two schools that currently have non-contact days on early-release days.

It was asked what the process to make this change would look like. The School Accountability Committee would discuss it first, then a survey would go to families. The survey would look like the ones done by the schools that have made the change, beginning with informational text about why planning time is important to student success and how that time would be used. After the parent survey, the school would confer with transportation and other stakeholders on next steps if that change is wanted.

It was asked when existing staff development days fall during the year. They are before students return in August, two days before students return from winter break in January, and at the end of the school year in May.

The committee agreed to ask administration to craft messaging for a community survey on changing early-release days to non-contact days.

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## Elections

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Per the committee's bylaws, we have elections at the April meeting. Sara has been elected to a PTA board position for 2018-2019 and is collecting names of any interested parties that want to serve as SAC chair for 2018-2019. We would like to keep nominations to people that have been involved with our or another school's accountability committee so nominees have some prior knowledge of accountability processes.

It was asked if chair is the only position up for election. We can elect a chair, a co-chair, and a secretary every year. A co-chair is not required but is nice to have. Melissa is willing to continue serving as secretary until someone else would like to serve in that position.

It was asked what the requirements are for serving on our school's accountability committee. Membership only requires a signed letter of intent (a form letter available from the chair). A member must have attended two-thirds of the meetings during the current school year to vote.

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## Meet & Greet with Mr. Schoenhals

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The remaining time of the meeting was turned over as an opportunity for families to meet our incoming principal, Mr. Dave Schoenhals (pronounced "shane-halls"). Born in Colorado, he is both a graduate and long-time employee of Aurora Public Schools. Over his career, he has taught high school math, been a coach and instructional coordinator, and for the past six years, he has been the principal of a K-8 school. It is a big change to change districts after more than two decades, but he was already looking at moving to the area and hoped to find an opening closer to his next home. He felt it was a good time to change since his youngest child will be graduating from high school this spring. He has two daughters – one in high school and one at Colorado State.

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Mr. Schoenhals outlined several priorities for his work:

- *Learning about the school and community culture.* He plans to ask students, staff, and families about what they feel are our school's strengths, challenges, and their hopes for the future, then take that information and approach it as a five-year plan for the school with an embedded one-year plan within. The idea is to start the 2018-2019 school year off and running, instead of taking a year to observe and analyze.
- *Hearing what people are thinking and reacting accordingly.* It is incredibly important to have parents on board with decision making. When he started at his current school, it was second to bottom on the district's climate survey. He took on the challenge and the school rose to third in the district the following year.
- *Student safety.* His daughter was a classmate of Claire Davis, the student killed at Arapahoe High School in December 2013. Keeping kids safe – both physically and emotionally – must be a top priority.
- *Having a great teacher in every classroom.* Teachers need strong support and to be held to high expectations.
- *Positive climate.* He wants staff to love coming to work, parents to feel welcome and happy with what the school is doing, and for students to enjoy coming to school.

Middle school is a big transition where kids are moving away from close relationships with adults but not yet at a point where they have the privileges of young adulthood. He has worked with great people and wants to work in service to families and educators to continue the work here.

The floor was opened to attendees to ask questions.

It was asked if Mr. Schoenhals has bought a house here yet. His current home is going on the market this week and he is looking for a home up here with plans to move in June. He is currently staying with his brother in the area.

It was asked how he felt about the superintendent's statement that mental health needs to be a top priority for budgeting. Mr. Schoenhals feels that mental health in education is deeply underfunded and students need that affective support. Middle school students need a lot of modeling of behavior.

It was asked when he will be starting at our school. July 6. Please invite him to school-related events; he may not be able to do everything, but appreciates the invitations.

It was asked what led him to leave his current position. He wanted to move up here and likes to live close to where he works. He was prepared to live up here and commute down the hill.

It was suggested that Mr. Schoenhals use community opportunities to meet families, such as Conifer community events, and connect with Wes Paxton at Conifer High School, who also came into the community with his hiring.

Meeting adjourned at 3:38 pm.

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## Next Meeting

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Date: 4/9/2018

Time: 6:00 pm

Location: WJMS Library

**Detailed School Budget Plan - SBB  
West Jefferson Middle  
2018/2019**

Budget Summary		
		Dollars
Final SBB Budget	-	\$2,952,950
Projected CTE Reimbursement	-	\$73,168
Pre-Spending of Carryforward	-	\$23,000
<b>Total Available Resources</b>	-	<b>\$3,026,118</b>
Total Distributed Dollars - SBB	-	\$3,049,118
Amount Left To Distribute	-	\$23,000

**Detailed Budget Plan**

	FTE	Dollars
512100 Principal.	1.00	\$104,700
513100 Assistant Principal	1.00	\$84,500
521100 Teacher	26.17	\$1,538,796
522100 Counselor	3.00	\$192,900
522200 Teacher Librarian	1.00	\$68,300
526200 Instructional Coach.	1.00	\$66,300
552100 School Secretary	2.00	\$71,800
699000 Employee Benefits	-	\$669,089
521900 Substitute Teacher	-	\$32,000
557100 Paraprofessional	-	\$49,000
557600 Clinic Aides	-	\$21,000
599810 Additional Pay - Certificated	-	\$1,000
701000 Mileage And Travel	-	\$500
702000 Employee Training & Conf	-	\$1,000
731000 Contracted Services	-	\$3,000
760000 Telephone/Pagers/Modems	-	\$300

**Detailed School Budget Plan - SBB  
West Jefferson Middle  
2018/2019**

768000 Postage	-	\$400
801000 Contingency	-	\$56,473
810000 Office Material/Supplies	-	\$2,300
811000 Curriculum Dev/Staff Training	-	\$500
812000 Clinic Supplies/Materials	-	\$400
820000 Instructional Material/Supply	-	\$36,500
820001 Instructional Equip-Under \$5K	-	\$20,000
822000 Textbooks	-	\$7,360
823000 Copier Usage	-	\$19,500
870000 Library Materials	-	\$1,500
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Total Distributed Dollars	35.17	\$3,049,118

Fee Name	Amt
GRADES 6 - 8	
19 OPT - Yearbook	\$30.00
19 Technology Fee - Sen-Mid	\$20.00
19 MealPay Account	
OPT 19 -MS Activity Ticket	\$60.00
OPT 19 Instr replace parts	
19 Student Planner	\$4.00
19 Instr Rental	\$125.00
19 Instr Rent class use only	\$30.00
19 Replacement Bus Pass	\$3.00
OPT 19 - Donation OELS-AtRisk	
GRADE 6	
19 Art 6 Supplies	\$10.00
19 Pre-Engin 6 proj kits	\$15.00
19 Drama 6	\$10.00
19 Choir 6 copyright- accomp	\$10.00
19 Beg Band 6 music-copyright	\$25.00
19 Beg Band 6 T2 mus-copyright	\$25.00
19 Beg Band 6 T3 mus-copyright	\$25.00
19 Orchestra 6 music-copyright	\$25.00
19 Orch 6 T2 music-copyright	\$25.00
19 Orch 6 T3 music-copyright	\$25.00
19 Math 6 Journal	\$7.10
19 Math 6 T2 Journal	\$7.10
19 Math 6 T3 Journal	\$7.10
19 Math 6 7 Journal	\$7.53
19 Math 6 7 Journal T2	\$7.53
19 Math 6 7 Journal T3	\$7.53
19 6 PE Shirt	\$6.50
19 Safety Goggles	\$1.00
19 Safety Goggles	\$1.00
19 Safety Goggles	\$1.00
19 Outdoor Lab and Bus Fee	\$350.00
GRADE 7	
19 Art 7 supplies	\$21.00
19 Pre-Eng Technology 7	\$20.00
19 Drama 7 props-scripts	\$20.00
19 ConBand 7 music-copyright	\$25.00
19 ConBand 7T2 music-copyright	\$25.00
19 ConBand 7T3 music-copyright	\$25.00
19 Geography workbook 7	\$7.50
19 Geography workbook T2 7	\$7.50

19 Geography workbook T3 7	\$7.50
19 Geography workbook Hon 7	\$6.50
19 Geography workbook Hon T2 7	\$6.50
19 Geography workbook Hon T3 7	\$6.50
19 Math 7 Journal	\$7.53
19 Math 7 T2 Journal	\$7.53
19 Math 7 T3 Journal	\$7.53
19 Math 7 8 Journal	\$7.53
19 Math 7 8 T2 Journal	\$7.53
19 Math 7 8 T3 Journal	\$7.53
19 7th Algebra wkbook	\$16.00
19 7th Algebra wkbook	\$16.00
19 7th Algebra wkbook	\$16.00
GRADE 8	
19 8 Art supplies	\$25.00
19 Creative Art Jewelry	\$20.00
19 Drama 8 scripts-props	\$20.00
19 Pre-Eng Technology 8	\$20.00
19 ConBand8 music-copyright	\$25.00
19 ConBand8 T2 music-copyright	\$25.00
19 ConBand8 T3 music-copyright	\$25.00
19 Math 8 Journal	\$7.53
19 Math 8 T2 Journal	\$7.53
19 Math 8 T3 Journal	\$7.53
19 8th Algebra wkbook	\$16.00
19 8th Algebra wkbook	\$16.00
19 8th Algebra wkbook	\$16.00
6-8 Electives	
19 Orchestra music-copyright	\$25.00
19 Orchestra T2 mus-copyright	\$25.00
19 Orchestra T3 mus-copyright	\$25.00
19 PE Shirt	\$6.50
19 Choir copyright-accomp	\$10.00
19 Choir T2 copyright-accomp	\$10.00
19 Choir T3 copyright-accomp	\$10.00
19 Robotics-kits-parts-project	\$30.00
19 Computer Applications	\$5.00
Field Trip	