

# WJMS ACCOUNTABILITY MINUTES

March 2022

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*Date* | 3/14/2022 | *Meeting called to order by* John SeEVERS

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## In Attendance

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michael brooks	Melissa Gutierrez	John SeEVERS
Kate Broyles	Kim Halingstad	Wendy Woodland
Elizabeth Claflin	Tricia Samuelson	

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## Approval of Minutes

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The February 2022 minutes were published to the school website on February 14th.

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## Principal's Report

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Kim Halingstad gave the principal's report.

### PTA Fundraiser

The PTA fundraiser with Raise Craze raised \$20,015 that will be used to fund the PTA classroom grant program, student enrichment and programs, and outdoor enrichment. Students completed over 700 acts of kindness and enjoyed the incentive activities of a pajama day with music at lunch, frozen treats at lunch, and the top fundraising class having a student vs. staff dodgeball game.

### Student Achievements

Our Technology Student Association students went to the state conference in February and placed in numerous events. A complete listing of placements and a team photo were published on the school website.

A team of West Jeff Middle 7<sup>th</sup> grade students competed in the Jeffco Destination Imagination tournament on March 5<sup>th</sup> and took first place in the middle school level service-learning challenge, Into the Future. The team will compete at the state tournament on April 2<sup>nd</sup> in Denver.

7<sup>th</sup> grader Abby Leidel's Film Production entry in the [PTA Reflections art program](#) was recognized with a gold medal (Award of Excellence) at the state level of judging and will advance to the national level of judging in May.

### CMAS Testing

Our students will take the English Language Arts/Literacy (ELA) and Math Colorado Measures of Academic Success (CMAS) assessments on April 5, 6, and 7. Students that do not have extended time accommodations will complete CMAS testing in the morning, followed by early dismissal. Students with extended time accommodations have a regular dismissal time on those days. Bus service will be offered for both the early and regular dismissal times. Students that do not typically ride a bus may [sign up for after school drop-off service on those three days](#) at no cost. Advance signup is required. 8<sup>th</sup> grade students will take Science CMAS assessments on April 13<sup>th</sup> with a regular dismissal time. The testing schedule has been published in the Weekly Wednesday Update and on our school website.

### School Start Time Change

Jeffco Public Schools will change school start times beginning with the 2023-2024 school year. The district will be collecting more community input. Please watch for opportunities in district communication.

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## Secondary Math

Jeffco Public Schools has chosen [LearnZillion Illustrative Mathematics®](#) as the supported resource for secondary schools. While our school has used this resource for the last three years, we will be a part of the district pilot program for this resource. Both Marshdale Elementary and Conifer High School are looking at Illustrative Math as a resource.

Our school has been asked to be the mountain area site for the middle school math summer intervention program, funded through Elementary and Secondary School Emergency Relief Fund (ESSER) funds. We will communicate additional program details as they become available.

## 2022-2023 Budget

A copy of the 2022-2023 budget was provided at the meeting and is appended to the end of the March 2022 minutes.

We have a projected enrollment of 496 students for the upcoming school year. As shared at the January PTA and February Accountability meetings, the decline in enrollment means we will have to cut two full-time equivalent (FTE) teaching positions, which will be a temporary position held by a math teacher in the 2021-2022 school year and our Spanish teacher. (Last year we had to cut one FTE position, which was an English/Language Arts teacher, and the year before that we cut one FTE position which was a Social Studies teacher.) Which school-based budget positions to cut are based on the potentially impacted number of students and student requests for electives the previous year. We really wanted to offer world language but cannot support a full-time position for one when we only had 54 students (two classes' worth) request Spanish for the 2021-2022 school year.

Seven FTE positions are allocated from district funds: three learning specialists, the Significant Support Needs teacher, an independence support paraeducator, a special education paraprofessional, and a social worker (this position may be filled by another licensed mental health professional, such as a school psychologist). We do not currently have a special education paraprofessional as there have been no applicants for the position. Since the funds are allocated from the district, the funds are available regardless of budget if we were to have one.

It was asked where the Contingency budget line is used. It may be used to repay the state for per-pupil funds when our [Student October Count](#) number is lower than the estimate, for a temporary FTE teacher when our enrollment is higher than the estimate, or other needs as they arise.

Clarification was provided on budget lines:

- Instructional Technology covers expenses like replacing existing computers and tablets, maintaining spare devices (all students will have a 1:1 device in the 2022-2023 school year), classroom technology like document cameras and interactive whiteboards ([Mimio boards](#)), classroom projector mounting, and print/copy usage by students.
- Textbooks is primarily used for digital textbook subscriptions on an as-needed basis.
- At-risk students is used for expenses like student fees and Outdoor Lab for students whose families cannot afford to pay student fees.

It was asked what PTA fundraising would be helpful going forward. While they have raised funds for classroom technology in the past, the current year's fundraising for classroom grants, instructional materials (e.g., dissectibles for science), and outdoor enhancements, such as benches out by the wall ball and chin-up bars, has been helpful.

An attendee noted that moving funds from some budget lines could almost add up to an FTE teacher. The additional carryover we were allowed for the 2021-2022 school year helped make room in the budget for positions

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that we can't afford next year. Including a world languages FTE position this year was a stretch and after working with a district budget analyst, it just wasn't sustainable with unstable enrollment. We will be offering online French and Spanish through [Jeffco Virtual Academy](#) for the 2022-2023 school year. If there is an increase in enrollment, we will look at hiring when that becomes needed - we would rather not hire and cut in August.

It was asked about the relative sizes of our outgoing eighth grade class and the incoming sixth grade class. They are about the same size. It is a concern that this year's sixth grade class is a very small class, and we would rather not see that trend continue. Our nearby elementary school expects to see a slight bump in next year's fifth grade size, with slightly smaller class sizes in descending grade levels except for kindergarten, which is the largest class size at their school this year.

## Scheduling

Our sixth and seventh graders will be registering for their 2022-2023 elective classes the week after spring break. These numbers help us determine elective class offerings and are subject to some changes. Once registration is complete, we begin building a master schedule for next year. We expect a number of teachers to have multiple offerings.

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## New Business

The committee needs to solidify leadership for the 2022-2023 school year. Discussions and selection can be done by e-mail, so the process will be taken online with the hope of holding an election at or before the April meeting. Either a chair and vice chair, or co-chairs may be selected.

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## Open Forum

There is an open request from the February meeting to consider holding at least one or two meetings per year at a different time to facilitate meeting in-person.

Our PTA is supporting the sale of postcards, posters, and stickers based on "[Empty Hands](#)", a poem written by 7th grade student Abby Leidel. 100% of the profits are being donated to Ukrainian humanitarian efforts. The products are available to [order online](#) and will be available for purchase at school starting on Friday, March 18.

Meeting adjourned at 3:03 pm.

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## Next Meeting

Date: 4/11/2022

Time: 2:45 pm

Location: WJMS / Zoom

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## Appendix: 2022-2023 West Jefferson Middle School Budget

Final SBB Budget	\$ 3,284,320.00
Total Distributed Dollars	\$ 3,309,268.00
Projected CTE Reimbursement	\$ 24,948.00
Staff/FTE	
Principal	\$ 128,100.00
Asst. Principal	\$ 104,100.00
Dean	\$ 76,800.00
Teacher (22)	\$ 1,548,800.00
Counselor (3)	\$ 220,800.00
Teacher Librarian	\$ 78,900.00
Instructional Coach	\$ 77,900.00
School Business Manager	\$ 58,900.00
School Secretary	\$ 42,140.00
Employee Benefits	\$ 721,765.00
Total Salary and Benefits	\$ 3,058,205.00
Budget Dollars	
Paraprofessional (1)	\$ 38,000.00
Clinic Aide	\$ 28,000.00
Additional Pay	\$ 2,000.00
Mileage/Travel	\$ 500.00
Contracted Services	\$ 3,000.00

Contract Maintenance/Repair	\$ 2,000.00
Phones/Radios/Postage	\$ 700.00
Contingency	\$ 60,000.00
Office Materials	\$ 2,000.00
Office Equipment	\$ 2,000.00
Staff Development	\$ 3,000.00
Clinic Supplies	\$ 1,000.00
Instructional Materials (Dept)	\$ 4,500.00
General Instruction	\$ 40,363.00
Instructional Tech	\$ 20,000.00
Textbooks	\$ 1,000.00
Copier Usage	\$ 15,000.00
Library Materials	\$ 3,000.00
At-Risk Students	\$ 25,000.00
Total	\$ 251,063.00
SBB Total Dollars Distributed	\$ 3,309,268.00
FTE	\$ (3,058,205.00)
Budget Dollars	\$ (251,063.00)
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