

WJMS ACCOUNTABILITY MINUTES

September 2018

Date | 9/10/2018 | Meeting called to order by Sara Gilloth

In Attendance

Amy Gutierrez Baker	Salesa Hancock	Mya Sapien
Nanci Blanton	Kimbrough Johns	David Schoenhals
Kate Broyles	Patti MacLennan	John SeEVERS
Steve Cox	Sara Miller	JP Squires
Sara Gilloth	Janet Moore	Heather SweGLE
Kim Halingstad	Aimee Pless	

What is Accountability?

The School Accountability Committee looks at the school budget, the school improvement plan, and trends in our school's assessment data. The committee can make suggestions to administration.

Committee norms were briefly reviewed:

- Each year members need to complete an intent to participate form.
 - Meetings are the second Monday of the month, September through April, with no meeting in December. Voting on a December meeting was tabled to October.
 - It was agreed to push the meeting start time to 2:35 pm to allow for parking. The current ending time is 3:45 pm, 15 minutes later than last year, and may be adjusted as needs dictate.
 - An [issue/concern form](#) is available on the school website to bring issues before the committee. Completed forms may be returned to the school office or sent to Sara Gilloth.
-

Principal's Report

David Schoenhals gave the principal's report.

Enrollment Update

Our student enrollment is nearly forty students above the spring projection at 574 students. Previous principal Becky Brown planned enough carryover for the 2018-2019 school year, so the school is in a good financial position while waiting for funding based on October count. The school needs to consider sustainability for recently hired positions looking beyond this year.

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Staff Changes

We have several new staff and a few internal staff changes for the 2018-2019 school year:

- Allison Barker is teaching academic intervention classes (special education).
- Misty Bradley is teaching 8th grade math.
- Rebecca Castor is a district-level paraprofessional notetaker.
- Hillary D'Amico is teaching 7th grade math.
- Colinda DeGroen is the receptionist, a newly-created position this year.
- Mimi Dunn is teaching 7th grade Social Studies and 6th Honors Social Studies.
- Craig Enlund is a counselor for 6th graders whose last names begin with the letters M through Z and 8th grade.
- Patty Garthe has become a math interventionist, a newly-created position this year.
- Caitly Mergendahl Pitt is the instructional coach.
- Becky Meyers is teaching 6th grade math.
- Jennifer Nickerson is a Significant Support Needs paraprofessional.
- David Schoenhals is the principal.
- JP Squires has become the Dean of Students, a newly-created position this year.
- Mary Sutton is a Significant Support Needs paraprofessional.
- Noelle Vance is teaching 6th grade English/Language Arts and Social Studies.

Mr. Schoenhals met with district finance staff to look at the school's budget and staffing for this year. Stakeholder feedback indicated a need to provide more student support, such as creating the dean position and hiring additional paraprofessionals, to bring the principal and assistant principal into a place where they interact with students in the classroom and not just in the office. The receptionist position was created to both share the workload of the principal's secretary, which had outgrown a single full-time role, and provide a dedicated "right there" person toward our goal of improving school culture.

It was noted that a sixth-grade teacher was added for class size relief; funding for individual support paraprofessionals comes from the district budget, not the school's budget; and that our School Resource Officer is shared with Evergreen Middle School and is at Conifer High School on an as-needed basis.

New Business

Feedback from Principal's Beginning of Year Survey

The meeting attendees began looking at the survey feedback in an informal manner. At future meetings, the feedback presented will include quotes, numbers, and other data points. Mr. Schoenhals' initial survey posed three questions: *What are the school's strengths?*, *What are the school's greatest challenges?*, and *What are your hopes for the school's future?*. The intent was to identify aspects that work well and can be built off of to apply toward tackling challenges and to identify some things that can be done for "quick wins" that can be seen right away, while also looking down the road.

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A summary of the over 70 responses received:

- **Strengths:** The school has eager family support, some teachers willing to go above and beyond to support our students, the school communicates well to families, and there are a variety of elective courses.
- **Challenges:** There are concerns about how bullying is addressed, that the school could communicate more effectively, that there was either too much or not enough focus on GT programming, that struggling students are not getting their needs met, and a sense the school does not feel as welcoming as it could be.
- **Hopes:** We would like to build a sense of community, create a place where students and families want to be, ensure students' academic and affective needs are being met, gain favorable comparisons to our other community schools, and offer activities and opportunities beyond the school day.

Fostering School Culture

After initial teacher meetings, Mr. Schoenhals chose to focus on broad goals of Culture, Instruction, and Affective:

- **Culture:** We will be looking within the staff, students, and the community. There will be some work for everyone and some broken into groups.
- **Instruction:** We are looking to meet the needs of all students. We need to plan for the students in front of us, need to adjust and establish a faculty focus on differentiation.
- **Affective:** Along with instruction, we have a lot to unpack with supporting students' social-emotional needs. Adults need to have students' best interest at heart and focus on having a happy student.

The Community Barbeque and Science Night had great turnout. An open gym for adult basketball is planned for Saturday, September 15th. These events are helping us determine what engages our community with the school. There is a challenge in being a school so reliant on buses. What can the school offer after school and on weekends?

Community members have great things to say about the high school and elementary schools, but not the middle school. What can we collectively do to change this? Mr. Schoenhals wants to work on changing the narrative - perception and realities - to communicate the need to support both our students and our school.

Students will be surveyed in the next few weeks to see what they want to do and be a part of within the school community. There will be the opportunity to dress up for Halloween this year.

Celebrations

Instrumental music teacher Laura Garrison is among 188 quarterfinalists for the Music Educator Award, which is awarded jointly by the Recording Academy and Grammy Museum.

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Our 2017-2018 7th grade English/Language Arts CMAS data was highlighted at last week's district Leadership Meeting for making a 16-point gain, a statistical improvement with gains that outperformed the district. District representative will be visiting the school in October to talk to, and possibly film, teachers.

Open Forum

The culture-building discussion continued into Open Forum time. We need to look at how the school gets information out: to the community, to our elementary schools, and on social media. In the past, PTA officers would attend springtime PTA meetings at our elementary schools just to answer questions and alleviate concerns.

How can we get people to judge by the future, not by the past?

- We can publish more information on available supports as families think about the shift to middle school.
- We can encourage people to contact the school before going to social media when they have an issue with the school. There is value in non-digital conversations for identifying and resolving issues.
- How can we encourage the school to be portrayed in a positive light on social media? The West Jeff Middle PTA has an active Facebook page. Conifer High School has its own Facebook Page for the school.
- With the open gym for basketball, what about other staff coming in? Inviting current fifth grade families?
- Could we share positive news from the school in local venues, such as the Conifer Area Council or Conifer Chamber of Commerce meetings?
- Some of our elementary schools use Party Boards as a fundraiser and way to build relationships.
- We want to offer more after-school opportunities. There are several logistical challenges. Could adult volunteers contribute to a low adult-student ratio? What about students that can't be picked up by 4 pm?

It was asked if [school start times](#) will be changing for the 2019-2020 school year; we do not have information yet.

It was asked why backpacks are not allowed in classrooms at the middle school when they are allowed at the high school. This is a safety issue; there is simply not enough room in the classrooms for our students and backpacks.

We have a Safety Information Night event scheduled for this Wednesday, September 12; a message was sent to families today with more information. It will cover [online safety](#), [vaping](#), and [trauma-informed practices](#).

The meeting adjourned at 3:45 pm.

Next Meeting

Date: 10/8/2018
Time: 2:35 pm
Location: WJMS Library

WJMS ACCOUNTABILITY MINUTES

October 2018

Date | 10/8/2018 | Meeting called to order by Sara Gilloth

In Attendance

Amy Gutierrez Baker
Steve Cox
Sara Gilloth
Kim Halingstad
Salesa Hancock

Kimbrough Johns
Diane Lowry
Patti MacLennan
Sara Miller
Aimee Pless

Mya Sapien
David Schoenhals
John SeEVERS
Lynn Westfall

Approval of Minutes

A motion was made, seconded, and passed to accept the September minutes without revisions.

Welcome and Introductions

Attendees at the meeting introduced themselves with their name and relation to the school.

Meeting Calendar

Attendees at the meeting discussed the two tentative meetings during the school year, December and May. It was unanimously agreed to not have a December meeting. It was unanimously agreed to have a May meeting in consideration of the number of items that may need attention at the end of the school year.

Principal's Report

David Schoenhals gave the principal's report.

Parent-Teacher Conferences: The school solicited feedback from families following the fall parent-teacher conferences. The five-minute appointment slots are not very popular, so different ways to use that time needs to be considered. It was suggested that electives' conferences consider more of a showcase format; Bell uses an "office hours" style. We need to look at alternatives for the January conferences, such as student-led conferences or longer time slots for scheduling. A survey will be sent out before conferences are scheduled for the spring.

Lockout: There is a clear need to be very deliberate in expressing the differences between Lockout and Lockdown in parent communication. Questions were asked about standard protocol for frequency of updates and if it is possible to regulate cell phone usage during such times.

CMAS: Packets containing multiple report views of school-level, grade-level, and subgroup CMAS data was provided at the meeting. An infographic summary of the data was made available via Accountability last year; an infographic for the next meeting was requested. The committee would like to see cohort data and trend data.

WJMS ACCOUNTABILITY MINUTES

October 2018

Questions asked about the CMAS data included: Why are we falling below in some areas and not others? What are the administration's opinions as to why and what we are doing about it? How does this help us know how we are doing? If CMAS is not helpful, what else can we use to tell us what we're doing?

It was noted that seventh grade ELA scores showed significant growth, supporting that our work around differentiation is showing results. This data can help us ask more questions as departments and teachers meet to dig into the data to determine concerns and/or areas of focus. The best data we have is what the students in front of teachers are doing and what they're understanding.

New Business

Principal's Beginning of Year Survey

There were 70 responses to Mr. Schoenhals's beginning of year survey. Strengths included teachers, families, and communication; challenges included teachers, communication, and bullying. Hopes were for a great school community. A set of three word clouds were handed out that showed responses to the questions. It was asked if the survey would be given regularly and if future surveys could target specific concerns and issues to produce more actionable responses.

Open Forum

It was asked if the school could host more outside activities for students. Issues to consider in doing so include cost, volunteers, transportation, and gym space.

As part of the school's Unified Improvement Plan (UIP) goal around school culture, Mr. Schoenhals and counselor Jen Baker met with WEB students, who brainstormed activities around culture and fun. The UIP is a work in progress; goals include differentiation, writing/discourse, and school culture.

As a follow-up on Safety Information Night, there will be a student assembly in January coordinated with the Jefferson County Sheriff's Office.

It was asked to consider the value in keeping GT Center designation, even if it looks different due to the smaller size of our school. We need clarification around GT labels, what possibilities are offered, GT Counselor, and emotional needs of GT students.

Meeting adjourned at 3:50 pm.

Next Meeting

Date: 11/12/2018

Time: 2:35

Location: WJMS Library

WJMS ACCOUNTABILITY MINUTES

November 2018

Date | 11/12/2018 | *Meeting called to order by* Sara Gilloth

In Attendance

Amy Gutierrez Baker	Kembrough Johns	Aimee Pless
Kate Broyles	Diane Lowry	David Schoenhals
Steve Cox	Patti MacLennan	John SeEVERS
Sara Gilloth	Sara Miller	
Salesa Hancock	Janet Moore	

Approval of Minutes

A motion was made (Cox), seconded (MacLennan), and passed to accept the October minutes without revisions.

Welcome and Introductions

Attendees at the meeting introduced themselves with their name and relation to the school.

Principal's Report

David Schoenhals gave the principal's report. At the date of the meeting, 5A had passed and 5B was waiting on a result to be announced by the county clerk and recorder. Improvements to the campus that could occur if 5B passes include improving the field, updating the HVAC systems in the building, replacing carpeting, and outside improvements.

Jeffco has also asked for budget priorities as part of the committee work from the district. Based on the district list, the following were discussed:

- We need to consider long- and short-term **technology** goals and training needed when working to transform the task.
- How would another **electives teacher** have a positive impact on scheduling and class size? Suggested classes included Family and Consumer Sciences (FACS), wood/metal technical education, and a foreign language. Students would need to be polled to gauge interest.
- We have more students that need **mental health** support each year.

An item not on the district list that came up was **enrichment**. How can we give our students amazing experiences? If we look at after school opportunities, we need to look at supplies, funding, and transportation. A subcommittee to look at ideas would be the next step.

Mr. Schoenhals asked attendees to think about how we can make the school more of a center for the community. What if 2:20 pm was a start, not an end, to the day at the school? Ideas discussed included establishing a Boys & Girls Club program, bringing in more sports with Evergreen Parks & Recreation, and teacher-led activities. Cost and staffing would need to be discussed.

WJMS ACCOUNTABILITY MINUTES

November 2018

New Business

ELA/Math CMAS Overview

Attendees were given CMAS overview sheets, which are appended to the end of the minutes.

UIP

The Unified Improvement Plan (UIP) is still in draft format; attendees received draft copies. The overall goal is for all students to have academic and affective goals met.

Part 1: PD

As a school, we are moving towards staff PD in four areas with high leverage:

- [Depth & Complexity](#) (tools for complex thinking)
- [The Five Practices](#) (creating discourse)
- Executive Functioning (learning habits)
- Transforming the Task (authentic tasks, expectations, and collaboration)

Part 2: Climate

We are working on culture within the building to create a positive school climate, starting with building relationships.

Part 3: Content

In ELA, the focus is on-demand writing. Math is focused on reasoning.

Parent Teacher Conferences

Attendees discussed ideas for improving the effectiveness of conferences. It was agreed to ask administration to consider blocking out the first night for scheduled conferences with families of students that need more support. Conferences will be added to the January agenda.

Open Forum

Security will be added to the January agenda. Please note that the School Resource Officer is not funded by the school budget. Questions were raised about school security that will be addressed at the January meeting.

There are still open positions for paraprofessionals.

Meeting adjourned at 3:50 pm.

Next Meeting

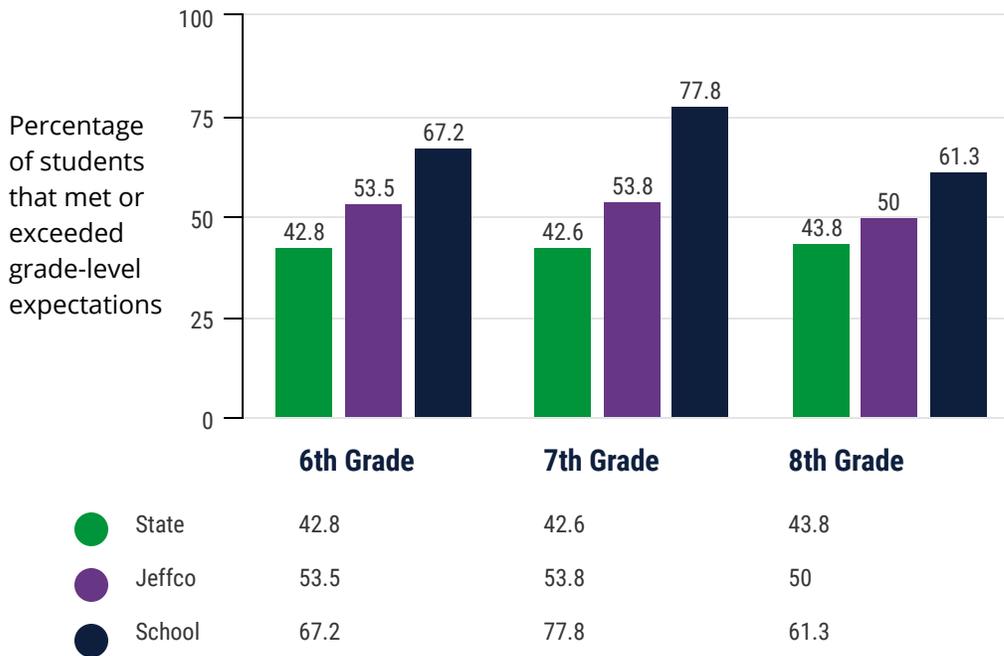
Date: 1/14/2019

Time: 2:35

Location: WJMS Library

ELA CMAS Overview

key data points for West Jefferson Middle School, 2017-2018



Exceeded state and district performance across the board

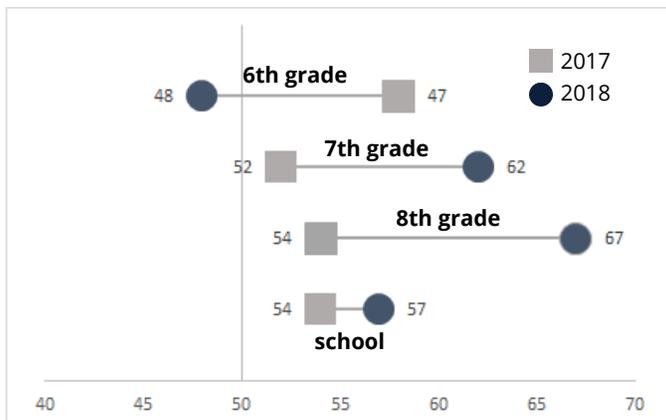
Our 7th grade students had such phenomenal growth that district-level staff contacted our school to learn more about what we were doing in our English Language Arts classes.

The bottom line: our PBL implementation and planning really showed results!

School Performance Framework (SPF)

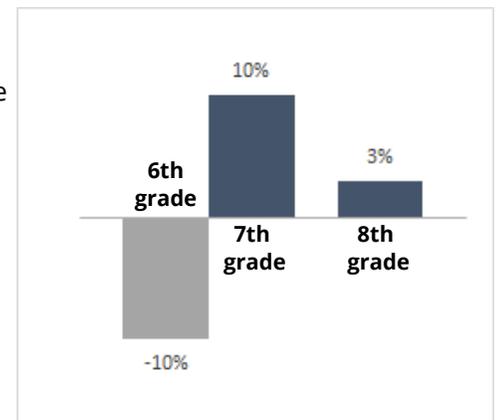
ACADEMIC ACHIEVEMENT							
Subject	Student Group	Count	Participation Rate	Mean Scale Score	Percentile Rank	Pts Earned/Eligible	Rating
CMAS - English Language Arts	All Students	493	96.6%	763.7	93	8/8	Exceeds
	English Learners	n < 16	-	-	-	0/0	-
	Free/Reduced-Price Lunch Eligible	58	96.9%	747.9	69	0.75/1	Meets
	Minority Students	62	92.6%	758.3	87	1/1	Exceeds
	Students with Disabilities	50	94.5%	723.6	14	0.25/1	Does Not Meet

Median Growth Percentiles



Achievement Trends

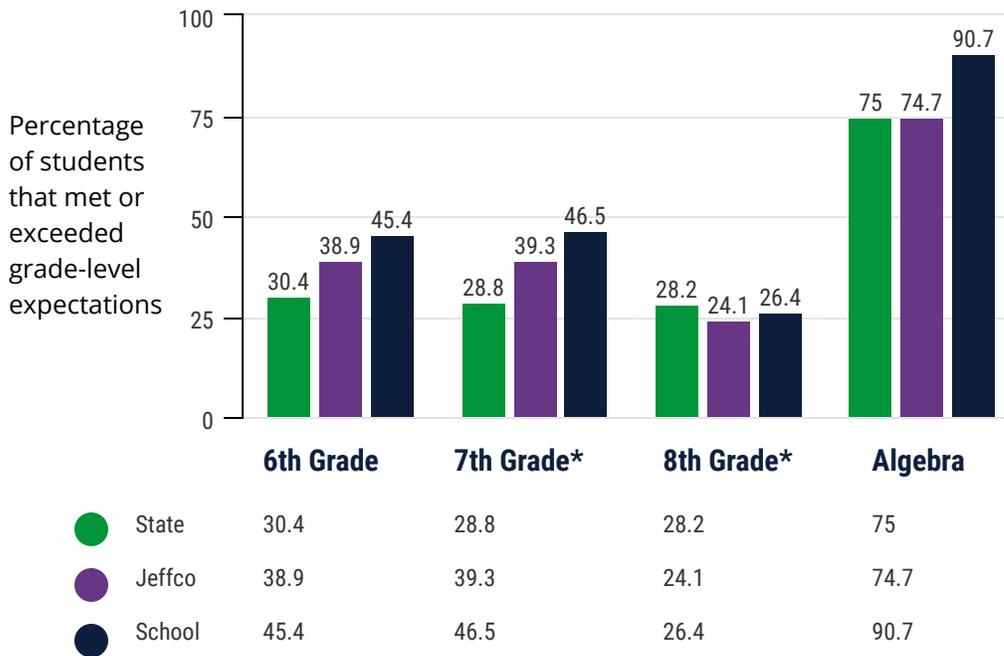
Achievement trends look at the percentage of students that met or exceeded grade level expectations on CMAS. The SPF compares growth from year to year (not cohort groups).



Median Growth Percentiles increased from 2017 scores in 7th and 8th grades and decreased in 6th grade. They remain above the state average as a school.

Math CMAS Overview

key data points for West Jefferson Middle School, 2017-2018



Exceeded state and district performance in most areas

7th and 8th grade students in Algebra take the CMAS test that matches their class. Students in other advanced math classes still take the grade level math test.

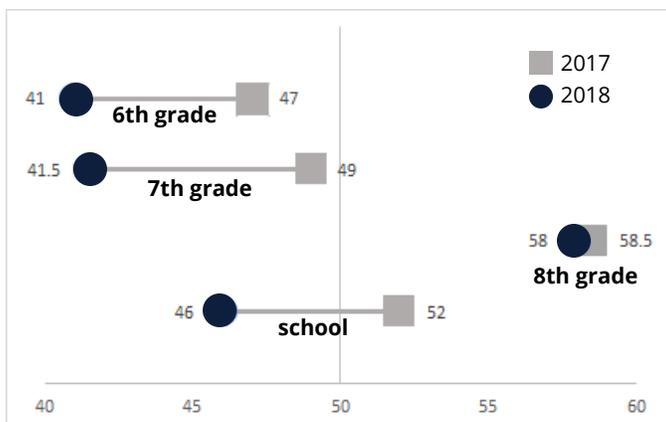
As a result, the percentages in 7th and 8th grades do not reflect performance for all students in these grade levels.

School Performance Framework (SPF)

ACADEMIC ACHIEVEMENT

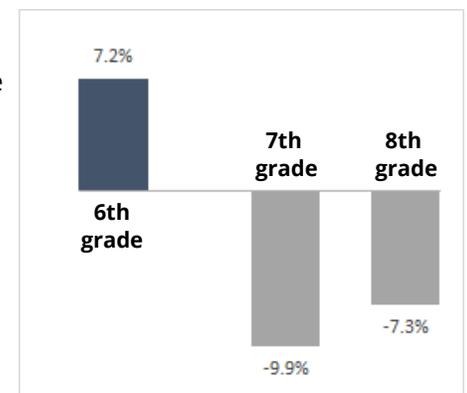
Subject	Student Group	Count	Participation Rate	Mean Scale Score	Percentile Rank	Pts Earned/Eligible	Rating
CMAS - Math	All Students	495	96.8%	745.5	84	6/8	Meets
	English Learners	n < 16	-	-	-	0/0	-
	Free/Reduced-Price Lunch Eligible	58	96.9%	728.6	42	0.5/1	Approaching
	Minority Students	64	94.1%	736.8	65	0.75/1	Meets
	Students with Disabilities	50	94.5%	709.3	5	0.25/1	Does Not Meet

Median Growth Percentiles



Achievement Trends

Achievement trends look at the percentage of students that met or exceeded grade level expectations on CMAS. The SPF compares growth from year to year (not cohort groups).



Median Growth Percentiles decreased from 2017 scores in all grades. They remain above the state average in 8th grade.

WJMS ACCOUNTABILITY MINUTES

January 2019

Date | 1/14/2019 | Meeting called to order by Sara Gilloth

In Attendance

Amy Gutierrez Baker	Sara Gilloth	Sara Miller	David Schoenhals
Kate Broyles	Salesa Hancock	Janet Moore	John SeEVERS
Sarah Chase	Patti MacLennan	Frank Reetz	Heather Swegle
Steve Cox			

Approval of Minutes

The November minutes were distributed to staff via e-mail and posted on the school website. A motion was made (MacLennan), seconded (Hancock), and passed to accept the November minutes without revisions.

Principal's Report

David Schoenhals gave the principal's report.

The format of parent-teacher conferences will change in response to stakeholder feedback. The first conference date, January 16th, will have conferences by invitation only where grade-level teams will meet with students and families between 3:00 and 5:30 pm. The second conference date, January 24th, will have 10-minute long conference slots between 3:00 and 7:00 pm (less a dinner break from 5:00 – 5:30 pm) that families may register for using SignUpGenius. Other formats for future conferences were discussed including office hours, modeling a current practice at Bell Middle School; student-led conferences; and using student portfolios to share feedback.

Concomitant with conferences, Infinite Campus was brought up for its role in how we can shift the discussion from and start the conferences on a higher level than reviewing students' grades. The most recent upgrade to Infinite Campus removed the assignment comment field, which some teachers have been using to include notes and descriptions of a given assignment. Mr. Reetz has drafted a letter to address this issue with the district.

New Business

After School Enrichment

Achievement Director Dan Cohan and principal David Schoenhals have been in conversation with the Boys & Girls Club. They feel that the community would support great opportunities for kids. They are looking at facilities needs before meeting at the end of January to take preliminary steps toward crafting an agreement. If those next steps are taken, there will be a need to convene a subcommittee to gauge community interest and commitment potential. Anyone interested in serving on that subcommittee may contact Sara Gilloth. Issues to be addressed include assessing the committed demand for Boys & Girls Club services, transportation, the program's open hours, looking at models in similar geographic areas, and sustainability of the program.

WJMS ACCOUNTABILITY MINUTES

January 2019

School Safety & Security

Two West Jeff Middle family members have been involved with the district's work on school safety and security; Mya Sapien served on the School Safety & Security Task Force in 2018 and Steve Cox currently serves on the School Safety Advisory Committee. The [School Safety & Security Task Force Report to the Board of Education](#), which contains the task force's final recommendations and the district's response, is published on the district website. The report outlines information about support staff, social-emotional learning funding, and money attached with security measures. Our district's schools work to find a balance between safety and being thoughtful with constraints and restrictions. The passing of ballot measures 5A and 5B has raised the possibility of additional district funds to support safety and security; specific information on that funding contributing to security improvements is not yet available.

Concerns have been shared with the accountability committee by families about students' safety during dropoff/pickup and when they are on the football field. Security cameras cover the hallways and some outdoor areas but are not monitored 24/7. It was suggested that the school alarm exterior doors and apply 3-M bullet-resistant film on windows that would allow access to the building, per the recommendation on pages 38-40 of the task force report. Additional feedback on school safety and security may be sent to Mr. Schoenhals or Sara Gilloth.

The news coverage about the graffiti in November was discussed and how it can be used as a teachable moment. A letter about the incident was sent to families on November 30th and shared via the West Jefferson Middle School PTA Facebook page on December 3rd in the interest of transparency to the community. Options and forums to share concerns include Safe2Tell, school counselors, and contacting school administration.

Cell Phone Policy

Another concern that has been shared with the accountability committee has been the school's cell phone policy. Evergreen Middle School has a no-cell phone policy; at Conifer High School, many teachers have students check in their phone at the classroom door. Our current policy leaves the decision up to individual classroom teachers. Staff discussion is needed to seek consensus and develop a policy that will be consistently applied in all classrooms. The next steps are that staff discussion and keeping students and families apprised of any policy changes before the start of the 2019-2020 school year.

Open Forum

Families have voiced interest in the school offering a foreign language elective for more than one period.

Conifer High School is having a Curriculum Showcase for current 8th grade families on Wednesday, January 23rd. Information is on the Conifer High School website and the West Jeff Middle School PTA Facebook page.

Meeting adjourned at 3:55 pm.

Next Meeting

Date: 2/11/2019

Time: 2:35

Location: WJMS Library

WJMS ACCOUNTABILITY MINUTES

February 2019

Date | 2/11/2019 | Meeting called to order by Sara Gilloth

In Attendance

Amy Gutierrez Baker	Sarah Chase	Salesa Hancock	John Seevers
Jessica Bartak	Steve Cox	Patti MacLennan	Heather Swegle
Kate Broyles	Sara Gilloth	Sara Miller	
Amy Carman	Kim Halingsstad	David Schoenhals	

Approval of Minutes

The January minutes were distributed to staff via e-mail and posted on the school website. A motion was made (Miller), seconded (Broyles), and passed to accept the January minutes without revisions.

Principal's Report

David Schoenhals gave the principal's report. There was a conversation at a district leaders' meeting last week about snow days and mountain area-only closures. The district wants it to be clear that it is possible to cancel school just for mountain area schools as needed and that families are always welcome to call in their student(s) for an excused absence when they feel that weather conditions are an issue.

He asked the committee for feedback regarding a 2-hour delay schedule, where school would start two hours later but end at the regular time. Opinions were shared both for and against using a delay schedule: what if staff are unable to get to school, what if a delay is called but then school gets cancelled, what impact a delayed schedule would have on families' work schedules. It was asked whether we already have snow day make-up days built into the district calendar.

New Business

Guest Presentation: Boys & Girls Club

When David Schoenhals was hired last year, he noticed there was a community need for before and after school activities. He confirmed the need in conversations with community and staff, then began looking at programs to provide those opportunities to our students and community.

Amy Carman and Jessica Bartak of [Boys & Girls Clubs of the High Rockies](#) were guests at the meeting. Boys & Girls Clubs runs year-round programs in Bailey and Fairplay. They deliver their mission "to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens" through programming to build and sustain academic success, good character and leadership, and healthy lifestyles.

Programming is built in response to local needs, such as before-school elementary programming or being open all day Friday to accommodate a four-day school week. There's an individualized element to the program as well, and STEM activities are all evidence-based with a wealth of research and purpose behind them.

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February 2019

For our pilot year, there is no minimum number of students needed to run the program. If the program grows to more than 25-30 students, there will be a need to look at locations. Staffing is usually 2-3 adults. Participating families would pay \$35 per month; the overall program operation costs about \$30,000 per year and would mostly come from grants.

Questions asked about the program:

- What will flexibility look like? Who coordinates drop-in registration?
- Once there are 30 students and the number increases, what happens next? What's the contingency plan?
- Are there standby volunteer staff for shifts in numbers of students? (cleared and checked for duty)
- If the program operating cost is not for direct fees, what does it cover?
- What local businesses could be contacted about supporting the program?
- Exactly how much money is needed to greenlight this work? If we have one-third of the projected program costs, what are we looking at for an ongoing commitment?
- The middle school program in Bailey was funded by a grant and when the grant ended, it closed. How will we have longevity for the program?
- Is the \$35/month membership a Boys & Girls Club standard? Is it flexible?

Social-Emotional Learning Specialist David Fennimore and Dean of Students JP Squires will serve as the school's points of contact for the program and will be meeting soon to look at spaces and details. If you are interested in working on a committee to continue working on after school activities and the Boys & Girls Club discussion, please contact Sara Gilloth.

School Start Time Task Force

The [School Start Time Task Force](#) has made their recommendations to the Board of Education for adjusting middle and high school start times: all middle and high schools would start a half-hour later next year than they currently do, then all middle schools start at 8 am and all high schools at 8:30 am beginning in the fall of 2020. These are recommendations, not policy, and are absent of transportation input. A group representing principals, schools and transportation group will be needed to work on fleshing out ideas.

Open Forum

No time was available for Open Forum.

Meeting adjourned at 3:55 pm.

Next Meeting

Date: 3/11/2019

Time: 2:35

Location: WJMS Library

WJMS ACCOUNTABILITY MINUTES

March 2019

Date | 3/11/2019 | Meeting called to order by Sara Gilloth

In Attendance

Amy Gutierrez Baker
Kate Broyles
Sarah Chase
Steve Cox

Michael Fisher
Sara Gilloth
Kim Halingstad
Patti MacLennan

David Schoenhals
Heather Swegle

Approval of Minutes

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

Principal's Report

David Schoenhals gave the principal's report. He shared that Jeff Pierson, the district director of Safe School Environments, was scheduled to speak at the meeting but was unavailable to attend. It is hoped that Mr. Pierson might be able to attend a future meeting.

School Start Times

The district's [School Start Time Task Force](#) gave its recommendations to the school board in February, including that middle schools should start a half hour later. Since then, the need to work out logistical considerations has delayed the proposed changes pending further work by the district.

The district's two-hour delayed start schedule was published to the community at the start of March.

The possibility of a school-level weekly late start to allow for staff professional development has been suggested. Concerns raised in discussion include transportation, what time school would be starting on the late-start date, consistency of school times, and issues with child care.

Student Fees

The school is waiting for district feedback on changes to technology fees considering the 1:1 computer initiative that will be affecting students at fifth and ninth grades. Questions were asked about home Internet availability for students and the comparative percentages of families that pay fees to those that do not.

It was asked whether the printed planners continue to be a worthwhile investment as many students now use electronic methods for keeping track of information.

Drafting the 2019-2020 school budget is still in progress. The school is looking at student numbers, reconfiguring class schedules, and looking at possibilities to best meet the needs of all our students. The School Accountability Committee will be asked to prioritize budget spending items at the April meeting.

WJMS ACCOUNTABILITY MINUTES

March 2019

New Business

After School Enrichment

The subcommittee for after-school enrichment is meeting later in the week. Their discussion will include fundraising goals and logistics to determine what it will take to get a Boys & Girls Club program up and running.

Community Garden

A community garden has been suggested to provide opportunities for the community, not only to supplement instruction, but for students and community members to have a sense of pride in the school and the community.

The district provides guidance documents on their [Jeffco School Gardens](#) site, including the Jeffco School Garden & Greenhouse Guidelines. At our school and in our community, we have a Green Team, which meets during student lunches, community organizations that could provide care over the summer, and we could follow the lead of schools where families have rented plots. The project could also take the form of a community greenhouse; staff member Steve O'Shea has contacts for geodesic structures if we wanted to pursue a geodesic greenhouse.

One anticipated challenge is maintaining stakeholder investment over time. This could be managed through planning assigned projects to maintain buy-in and building a recognition program that would recognize donors and volunteers to the project.

Open Forum

There are still open paraprofessional positions at the school. To learn more about the positions or to apply for one, please go to the district's [Careers](#) page and search for "West Jefferson Middle."

Meeting adjourned at 3:50.

Next Meeting

Date: 4/8/2019

Time: 2:35

Location: WJMS Library

WJMS ACCOUNTABILITY MINUTES

April 2019

Date | 4/18/2019 | Meeting called to order by Sara Gilloth

In Attendance

Amy Gutierrez Baker
Kate Broyles
Sarah Chase

Steve Cox
Michael Fisher
Sara Gilloth

Patti MacLennan
David Schoenhals
JP Squires

Approval of Minutes

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

Principal's Report

David Schoenhals gave the principal's report.

School Safety

We hope that Jeff Pierson, the district director of Safe School Environments, can visit to walk the school and we can set up an evening event to learn about upcoming changes for safety and security with new funding. There are community concerns about vulnerable areas, door alarms, and the mill levy's impact on increasing security.

Steve Cox currently serves on the School Safety Advisory Committee and reported that current discussions there include cameras in schools, locking vestibules, replacing door locks, laminated safety glass, Safe2Tell, improving interagency communication, labels on rooms, and drills. Two specific concerns for our school are response times and various ways to evacuate.

Late Start for Staff Development

We are still waiting for more information on having a school-level weekly late start to allow for staff professional development. A decision is expected by late April as transportation logistics are a concern for a once-weekly 60-minute delayed start.

New Business

Budget and Student Fees

We are projected to have 581 students in the 2019-2020 school year. The 6th grade English/Language Arts and Social Studies position will be moving to 7th grade with the larger class. General fees are still being worked out.

WJMS ACCOUNTABILITY MINUTES

April 2019

Cell Phone Policy

Three staff members – teacher Joe Cushing, counselor Craig Enlund, and dean JP Squires – are serving on a discipline task force where they have been brainstorming, reaching out, and working on procedures. They are currently reviewing our school's cell phone policy and have reached out to five other schools about their policies.

They have been referring to resources from [Away for the Day](#), organized by the makers of the film *Screenagers: Growing Up in the Digital Age*. The mountain area PTAs and Eudaimonia are hosting [a screening of the film on April 29th](#) at Evergreen High School.

Any changes in our policy will be communicated to our staff, students, families, and the community.

Old Business

After School Enrichment

We have been working with the Boys & Girls Club since the previous school year about the feasibility of establishing an after-school program at our school. There is a need for clarification on what the community needs and how those needs can be met by providing after-school activities.

To collect feedback on our community needs, the school will put together [a survey](#) for our families and students; it will be pushed via [Weekly Wednesday Update](#) and on the school website. It was noted that transportation after school dismissal is a perennial issue.

Community Garden

Kate Broyles has taken the lead on gathering interest in a community garden. She will be reaching out to the Green Team advisors and possibly the PTA to form an exploratory group with an anticipated start in spring 2020.

Open Forum

There are still open paraprofessional positions at the school. To learn more about the positions or to apply for one, please go to the district's [Careers](#) page and search for "West Jefferson Middle."

Meeting adjourned at 3:50.

Next Meeting

Date: 5/13/2019

Time: 2:35

Location: WJMS Library