

WJMS ACCOUNTABILITY MINUTES

September 2021

Date | 9/13/2021 | Meeting called to order by Kate Broyles

In Attendance

Kate Broyles	Kim Halingstad	Tricia Samuelson
Sharon Burger	Kristen Oppenheimer	Jackie White
Elizabeth Claflin		

Approval of Minutes

The May 2021 minutes were published to the school website over the summer and incorporated into the single document of the 2020-2021 minutes.

Welcome and Introductions

The attendees introduced themselves and their relationship to the school. Three attendees have students in eighth grade: chair Kate Broyles, Sharon Burger, and Elizabeth Claflin. Two attendees have students in sixth grade: Kristen Oppenheimer and Jackie White. Two attendees are school staff: principal Kim Halingstad and assistant principal Tricia Samuelson.

Principal's Report

Kim Halingstad gave the principal's report. The school year has gotten off to a good start! We have been focused on connecting and building relationships with staff and students the first few weeks of school. Our counselors have engaged in a 5–10-minute meeting with each sixth grader. Almost every sixth grader can already identify a trusted adult at our school that they could ask for help.

The overall climate and mood of staff and students is better this year, and students have mostly adapted well to the mask mandate. Our back-to-school events – the Community Ice Cream Social and [Back to School Night](#) – went well with a good turnout of students, families, and staff.

Unified Improvement Plan (UIP)

Administration is currently working on developing the school's 2021-2022 [Unified Improvement Plan](#) (UIP). Our data trends showed an overall decrease in growth this year. Students' math growth scores increased, which we attribute to an in-depth teacher training process (learning labs) and use of a new math curriculum (Illustrative Mathematics; we previously used Big Ideas Math). Our reading achievement scores have decreased.

Our tentative UIP goals include working on fully implementing a systemic [Multi-Tiered System of Supports](#) (MTSS) process and improving our professional learning communities (PLC) process with teacher training and supporting better instructional practices.

Attendee Questions

Why was the weekly schedule built on a full-class and block-day hybrid? There are pros and cons to both full-class and block schedules. The staff wanted to maximize the benefits by including components from both schedule types.

Is the modified block scheduling part of the plan to help support students in Math & Reading? Yes, in part. The schedule has also been designed to allow for department planning.

WJMS ACCOUNTABILITY MINUTES

September 2021

Was there a lot of staff turnover this past year? We have six new staff members this year and a teacher that changed the grade level that they teach. This is an average value compared to past years.

Marianne Bitterly, Misty Bradley, and Hillary D'Amico moved away. Jen Baker, Ali Hannawacker, and Molly Kavanaugh (on sabbatical 2020-2021) are at other Jeffco schools. Devon Bar Hoover (on sabbatical 2020-2021), Amanda Woods Escherman, and Jessica Leonard are pursuing other opportunities, school resource officer Deputy Webber's assignment changed, and David Williams retired from his second career as a teacher.

New staff in our building this year include social-emotional learning specialist Melissa Shute; teachers Gregory Hughes, Haley Jancowski, Stephen Matschullat, Brad Peel, and Emily Smith; and clinic aide Ginger Dickinson. Teacher Dawn Wheeler moved from 6th grade math and science to 7th grade math. Non-site-based staff changes include occupational therapist Stephanie Hollis, school resource officer Deputy Schultz, and our area nurse.

Has there been a decrease in enrollment? Yes. As of the meeting date, we are at 495 students, down from around 560 at the start of the 2020-2021 school year.

How will the school accommodate a possible influx of students after the pandemic? Our school has put aside some money to ease the need if that occurs.

Open Forum

There are available positions in many areas, including Food and Nutrition Services, for adults interested in working for Jeffco Public Schools. Learn more about available positions and apply online on the Jeffco Jobs Board at jeffco12jobs.org.

Our district's Gifted and Talented Information Night is Wednesday, September 15 at 6 pm for families to learn more about GT Center programs and the GT identification process. Face-to-face and virtual sessions will be offered; the face-to-face sessions in the mountain area will be at Evergreen Middle School, 2059 S Hiwan Drive. For more information and to access the link to the virtual session, please visit <https://jps.click/GT-InfoNight>.

Jeffco Public Schools is offering QPR Suicide Prevention Gatekeeper Training for adult family members and caregivers in September. Free registration is required to attend an online or in-person session. Please visit <https://jps.click/QPR-EN> for information in English or <https://jps.click/QPR-ES> for information en Español.

Meeting adjourned at 3:15 pm.

Next Meeting

Date: 10/11/2021 (may be adjusted to 10/18/2021 due to parent-teacher conferences)

Time: 2:35 pm

Location: WJMS / Zoom

WJMS ACCOUNTABILITY MINUTES

October 2021

Date | 10/18/2021 | *Meeting called to order by* Kate Broyles and John SeEVERS

In Attendance

Kate Broyles	Melissa Gutierrez	John SeEVERS
Elizabeth Claflin	Kim Halingstad	

Approval of Minutes

The September 2021 minutes were published to the school website on September 15th.

Principal's Report

Kim Halingstad gave the principal's report.

2021-2022 Enrollment

Our enrollment on October Count Day was 497 students, which is significantly lower than we would like. Our estimated enrollment on the 2021-2022 budget was 545 students.

Most of the decline has been due to families moving away, with a small number to families choosing educational options other than public school. We also lost some enrollment to districts in Park County, which has different public health guidelines for its schools than Jefferson County, and the bus driver shortage in Jeffco has eliminated the previous option for families that live out of district to connect to buses at out-of-district transfer points.

2021-2022 Budget and Staffing

Our school did advance planning expecting a decline in enrollment and moved more funding than usual to contingency for the 2021-2022 school year. The school is allowed to keep rollover money, so we can pay back the difference between the per-pupil funding received based on our enrollment estimate and our actual count. The incoming 6th grade class (for the 2022-2023 school year) will be slightly larger than this year's 6th grade class.

There is concern of a future reduction in staff if enrollment numbers remain low; it is not known if anyone plans on retiring this year, which would ease the reduction by attrition.

The Significant Support Needs (SSN) center teacher and a paraeducator in the SSN center program have resigned since the start of the school year, so we have been covering with licensed staff while the position remains open.

It was asked if the open paraeducator and paraprofessional positions at our school are district-funded. (There are a small number of paraprofessional positions in the school budget.) Mostly yes.

Student Adjustment to In-Person Learning

We have seen some issues with students remembering collaboration skills, which includes behaviors we more commonly see at the end of a school year. Staff have done a lot of re-norming around appropriate school behaviors. This may be a good idea to address via a family program/event. An attendee said their high school student said their school feels like there are three freshmen classes since remote learning impacted school culture building.

WJMS ACCOUNTABILITY MINUTES

October 2021

New Business

Unified Improvement Plan (UIP)

The due date for schools to submit their 2021-2022 [Unified Improvement Plan](#) (UIP) was moved to late October where in past years it was in December, so our school's UIP has already been submitted for this year. [A summary will be provided for the minutes; it was not yet available at the time the minutes were published. -mg]

Since the submission deadline was earlier for this year, the committee would like to support administration in their preparation for the 2022-2023 UIP by focusing this year on providing material for administration to use for next year's plan.

Our 2021-2022 UIP goals include working on fully implementing a systemic [Multi-Tiered System of Supports](#) (MTSS) process and improving our professional learning communities (PLC) process with teacher training and supporting better instructional practices:

Making our Multi-Tiered System of Supports (MTSS) process more systemic will help identify additional support needs for students more quickly into school year. It was asked how this might overlap with Individualized Education Program (IEP) and similar plans. The MTSS has a very similar identification process but identifies students with additional needs that would not otherwise qualify for an IEP. We are following the district strategy on implementing the MTSS process.

Improving our professional learning communities (PLC) will be a shift from reacting to past years' scores in planning teacher training (e.g. math one year, reading the next year) to building a more holistic approach to improving instructional practices.

Upcoming Meetings

It was agreed to not use the tentative meeting dates in December 2021 and May 2002. Kate will chair the February 2022 meeting as John will be out of town.

Meeting adjourned at 2:58 pm.

Next Meeting

Date: 11/8/2021

Time: 2:45 pm

Location: WJMS / Zoom

WJMS ACCOUNTABILITY MINUTES

November 2021

Date | 11/8/2021 | Meeting called to order by John Seevers

In Attendance

michael brooks	Kim Halingstad	John Seevers
Kate Broyles	Kristin Oppenheimer	
Melissa Gutierrez	Tricia Samuelson	

Approval of Minutes

The October 2021 minutes were published to the school website on November 1st.

Principal's Report

Kim Halingstad gave the principal's report.

Upcoming Events and Updates

This week includes a sixth grade choir concert tonight, a [Veterans Day](#) assembly on Thursday with 8th grade in the gym and 6th and 7th grade streaming the event in their classrooms, the end of first trimester on Friday, and the [PTA Fall Fest](#) after school on Friday. Admission to the Fall Fest is free; purchasing items from the food truck costs extra.

After Thanksgiving Break, we will have first trimester Honor Roll assemblies (dates will be announced) and winter MAP testing. (MAP testing is done three times a year in Jeffco; the results give immediate feedback on students' growth for teachers and families. CMAS testing occurs once per school year to students statewide.)

A new Significant Support Needs (special education) teacher has been hired and starts in December.

Jeffco school board member Susan Harmon visited our school today. She was able to walk around the school and ask questions. School board members visit the schools in the areas they serve about once a year.

Unified Improvement Plan (UIP)

Our 2021-2022 [Unified Improvement Plan](#) (UIP) was submitted prior to the October 2021 meeting. The summary of it follows:

Major Improvement Strategy #1: Responsive Instruction Through a Systemic Teaching/Learning Cycle. If all teachers receive professional learning and implement professional learning communities (PLC) within their content departments, then students will receive the necessary instructional support to have their affective and academic needs met. If teachers implement a professional learning structure focused on the teaching/learning cycle (Jeffco Deeper Learning Model) in conjunction with PLC best practices, then they will: deeply plan and implement curriculum, develop common assessments, use the data to determine student needs, adjust instruction, and reflect on their own instructional practices. If responsive instruction is provided to all students, then student engagement and academic performance will increase.

Action Plan: Learning Labs, PLC Guiding Coalition Team, Content PLC Systems, Common Assessments

Major Improvement Strategy #2: Jeffco Schools UIP MTSS Major Improvement Strategy. The district will model systemic use of the MTSS framework for each school to identify, implement, and monitor success of continuous improvement practices to ensure all students achieve sufficient academic growth in the 2021-2022 school year.

[Multi-Tiered System of Supports](#) (MTSS) is a research-based approach to continuous improvement that includes the following effective components: Team-driven shared leadership, data-based problem solving and

WJMS ACCOUNTABILITY MINUTES

November 2021

decision making, family/school/community partnering, layered continuum of supports, evidence-based practices.

Action Plan: MTSS Leadership Teams, Professional Learning Plan, Interim Measures, MTSS Self-Assessment, SSIS-SEL Assessment, Grade level MTSS meetings

WJMS Students:

We are seeing the long-term impact of the pandemic and online learning on our students. Common issues are stamina and perseverance through schoolwork, empathy toward others, focus, respectful interactions with others, struggles to resolve social issues, self-confidence, and discipline concerns. As a staff, we came up with a list of desired behaviors that we would like to work on with students. (Empathy, Perseverance/Stamina, Ownership of Learning, Positive Interactions with Peers and Adults, Participation in Learning, Teamwork).

The 6th grade team has been working on building these skills as a grade level. Each teacher takes a character strength like "Perseverance" or "Responsibility" and specifically works on strategies for students to embed these into their day. They share examples and highlight when students show one of these traits. We hope to expand this to 7th and 8th grade. We also plan to dedicate time to renorming and re-setting expectations for students for Trimester 2.

Old Business

Unified Improvement Plan (UIP) Support

It was raised at the October meeting that the committee would like to support administration in their preparation for the 2022-2023 UIP by focusing on providing material for administration to use for next year's plan. We are specifically looking for volunteers interested in working with data analysis and statistics to help spot patterns in our test data, and in budget/finance, which John Seevers has already expressed interest in.

Membership

We are still welcoming additional committee members, particularly anyone interested in supporting the data and budget pieces for the school UIP. Our remaining meetings for the school year are January 10, February 14, March 14, and April 11, 2022.

It was asked if members should opt in to receiving upcoming meeting notifications via email. The committee will work on ensuring future emails go to all interested parties; however, it is okay to forward emails about meetings (with the Zoom link) to potential attendees.

Meeting adjourned at 2:59 pm.

Next Meeting

Date: 1/10/2022

Time: 2:45 pm

Location: WJMS / Zoom

WJMS ACCOUNTABILITY MINUTES

January 2022

Date | 1/10/2022 | Meeting called to order by N/A

In Attendance

Melissa Gutierrez	Tricia Samuelson
Kim Halingstad	Wendy Woodland

Approval of Minutes

The November 2021 minutes were published to the school website on November 9th.

Principal's Report

Kim Halingstad gave the principal's report.

Upcoming Events and Updates

Round 1 enrollment for the 2022-2023 school year opened today. All families will use EnrollJeffco through January 28 to indicate the school(s) their student(s) will be attending for the upcoming year, including choice enrollment. All applications received through January 28 will be included in the lottery process for the 2022-2023 school year.

Conifer High School counselors are visiting 8th grade social studies classes today and tomorrow with high school registration information. They will return on January 18 and 19 to review class selection with each 8th grade student during homeroom.

Our School Showcase for families whose students may attend our school next year has moved to a virtual event tomorrow, January 11. A mini-site with videos from administration, staff, and classroom teachers will be published on Tuesday afternoon.

Our students will take the secondary level Make Your Voice Heard (MYVH) survey through February 11. We have included a family letter about the survey with the Weekly Wednesday Update since December 15.

There will be no school on Monday, January 17 in observance of Martin Luther King Jr. Day.

Parent-teacher conferences will take place on Thursday, January 20. As of the meeting, the format has not yet been set as in-person or virtual. Additional information will be communicated to families as it becomes available.

The sixth grade "When Life Hands You Lemons" Day originally scheduled for January 5th was postponed to a later date. The all-day event reinforces skills for self-efficacy and motivation and provides students with team building and growth mindset activities with their WEB leaders. We will communicate the new date once it is finalized.

Student Recognition

We have several music students that will be performing in district honor ensembles this semester:

All-County Choir: Fletcher A., Mathias B., Marley B., Cara D., Aspen D., Waylon K., and Sarah S.;

All-County Band: Ella G., flute; Lucian J., alto saxophone; and Zac B., tuba;

All-County Orchestra: Henrik S., viola; and Rowan J., cello.

Information on the All-County concerts has been communicated in the Weekly Wednesday Update.

7th grader Abby Leidel's Film Production entry in the PTA Reflections art program was recognized with an Award of Excellence at the Jeffco level of judging. Abby's entry will advance to the state level of judging in January 2022.

WJMS ACCOUNTABILITY MINUTES

January 2022

Old Business

Unified Improvement Plan (UIP) Support

It was raised at the October meeting that the committee would like to support administration in their preparation for the 2022-2023 UIP by focusing on providing material for administration to use for next year's plan. We are specifically looking for volunteers interested in working with data analysis and statistics to help spot patterns in our test data, and in budget/finance, which John Seevers has already expressed interest in.

Membership

We are still welcoming additional committee members, particularly anyone interested in supporting the data and budget pieces for the school UIP. Our remaining meetings for the school year are February 14, March 14, and April 11, 2022.

Open Forum

Melissa inquired about whether the school wanted to send a snack basket to Jeffco West Transportation (bus barn) following the recent passing of bus driver Dan Scott. She will coordinate with administration after the meeting.

Meeting adjourned at 3:00 pm.

Next Meeting

Date: 2/14/2022

Time: 2:45 pm

Location: WJMS / Zoom

WJMS ACCOUNTABILITY MINUTES

February 2022

Date | 2/14/2022 | Meeting called to order by Kate Broyles

In Attendance

Kate Broyles	Melissa Gutierrez	Kristin Oppenheimer
Sharon Burger	Kim Halingstad	Tricia Samuelson
Elizabeth Claflin		

Approval of Minutes

The January 2022 minutes were published to the school website on January 25th.

Principal's Report

Kim Halingstad gave the principal's report.

2022-2023 Budget and Planning

The 2022-2023 budget has been submitted to the district but not yet finalized. We were able to carry over funds from the previous school year to cover expected overage in this year's budget, but this is not an option for the 2022-2023 school year. In addition, we had to pay pre-pupil funding back to the state after our October Count was below the estimated number, which is a situation we had planned for but was a significant amount.

We have a projected enrollment of 496 students for the upcoming school year. As shared at the January PTA meeting, 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 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. We have been talking with Conifer High School about possibly sharing a Spanish teacher in the future (we have done this in the past), but we are experiencing declining enrollment district wide.

It was asked if the declining enrollment at our school was due to an increase in remote learning. It may be in small part, but the demographic profile of area residents has been aging for some time and it is currently relatively expensive to live in the mountain area.

It was asked if a potential shared position would look like it had in the past. We don't know yet, as we would need to align our schedule to the high school's schedule to allow sharing and it depends on how many students would be taking the course. We have learned that when we have too few students for a full course section and transporting those students to the high school is not an option, offering an online section on-site at our school has not been a good fit for our students that strongly prefer in-person learning. It is difficult to see where it will go, and we will see what the situation looks like after our current 6th and 7th grade course registration.

It was asked how we are eliminating a math position. One of our math positions is currently filled by a temporary hire and the school can choose to not post it as a permanent position, figuring out how to serve our needs with the available faculty. Some positions, such as counseling, special education, learning specialists, and instructional coaches, are allocated to the school and cannot be cut from school budget.

WJMS ACCOUNTABILITY MINUTES

February 2022

Upcoming Events and Updates

The PTA reported that over \$8000 has been raised with Raise Craze since the fundraiser kicked off on February 8. The fundraiser will continue through February 25, and we are grateful it is having positive impact on our school without families feeling like they have to sell anything.

We are looking at hosting an evening for incoming 6th grade families to visit the school since our School Showcase had to be held virtually. We are looking at dates right before Spring Break.

New Business

It was asked if anyone had requests or additions for the March agenda. It was noted that at the March meeting the committee usually reviews the upcoming school year's budget and student fees.

Open Forum

It was asked if there is an update on school start time changes. Nothing has been confirmed yet as decisions are still being made at the district level. It looks like the district may need to phase in change to school times over two years to first standardize school levels (elementary, middle, high) to have the same start/end times. We expect to have communication from the district seeking teachers and families' input on the process soon.

It was asked about holding at least one or two meetings per year at a different time to facilitate meeting in-person. It feels like brainstorming works better in-person and improves follow-through on plans to improve the school and provide budgeting input.

Meeting adjourned at 2:59 pm.

Next Meeting

Date: 3/14/2022

Time: 2:45 pm

Location: WJMS / Zoom

WJMS ACCOUNTABILITY MINUTES

March 2022

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

In Attendance

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

Approval of Minutes

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

Principal's Report

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 7th grade students competed in the Jeffco Destination Imagination tournament on March 5th 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 2nd in Denver.

7th 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. 8th grade students will take Science CMAS assessments on April 13th 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.

WJMS ACCOUNTABILITY MINUTES

March 2022

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

WJMS ACCOUNTABILITY MINUTES

March 2022

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.

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.

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.

Next Meeting

Date: 4/11/2022

Time: 2:45 pm

Location: WJMS / Zoom

WJMS ACCOUNTABILITY MINUTES

March 2022

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)
	\$ -

WJMS ACCOUNTABILITY MINUTES

May 2022

Date | 5/9/2022 | *Meeting called to order by* John SeEVERS

In Attendance

Melissa Gutierrez	Kristin Oppenheimer
Kim Halingstad	John SeEVERS

Approval of Minutes

The March 2022 minutes were published to the school website on March 16th.

Principal's Report

Kim Halingstad gave the principal's report.

8th Grade Continuation

The school will be holding the 8th grade Continuation ceremony from 10 – 11 am on Wednesday, May 25th on the school's field (gym if raining/snowing). Families will need to bring chairs and the school will provide a map of where they can sit on the field.

The PTA will be putting on the 8th grade Continuation dance the evening of Wednesday, May 25th. It is tentatively scheduled for 7 – 8:30 pm but the planning committee is looking at a possible earlier start to accommodate adult volunteer chaperone availability.

2022-2023 School Year

A national trend in schools this year is a disconnect in learning behaviors and social-emotional skills such as self-regulation, accountability, responsibility, stamina, and personal interaction. This is understandable after two and a half years of flexing and accommodating learning environments due to the pandemic. Jeffco principals have discussed the need for re-norming and recalibrating our staff and our students to get back on track. We are committing part of our time now and in August to defining the success criteria for effective and positive social-emotional and learning behaviors.

Communication on re-norming/recalibration for staff and students will be sent before the start of school, covering topics for both staff and students to include attendance/tardies, grading, academic responsibilities, lockers and backpacks, Google Classroom, hats, dress code, food in classrooms, parent-teacher conferences, and communication.

The staff has seen the proposed bell schedule for next year; it has not been finalized yet. It is expected that block days will be Wednesday and Thursday and there will be more Advise/academic seminar time built in for students to work with teachers, catch up on work, and work on building skills to fill gaps we have seen across the board.

Geometry and World Language will be offered through Jeffco Virtual Academy.

Outdoor Improvements

\$12,000 from the PTA's fundraiser has been designated to be spent on outdoor enhancements such as seating and equipment for recess and play areas. The school is already looking at adding outdoor picnic tables and an additional outdoor garbage can. We would like to look into adding swings or tetherball.

Family Engagement

The school is seeking ideas for improving family engagement and creating more opportunities for families to participate in and provide perspective on school decisions and management.

WJMS ACCOUNTABILITY MINUTES

May 2022

Old Business

Membership

We are still seeking nominations for the committee chair and vice-chair for the 2022-2023 school year. Kim will follow up on family interest surveys to identify potential committee members and leaders.

Meeting adjourned at 2:46 pm.

Next Meeting

Date: TBD, likely in August 2022

Time: 2:45 pm

Location: WJMS / Zoom