

WJMS ACCOUNTABILITY MINUTES

August 2020

Date | 8/31/2020 | *Meeting called to order by* Kate Broyles and John SeEVERS

In Attendance

In attendance: michael brooks, Kate Broyles, Beth Bunchman, Sharon Burger, Sarah Chase, Melissa Gutierrez, Kim Halingstad, Dan Keane, Diane Lowry, Tricia Samuelson, John SeEVERS

Welcome and Introductions

Attendees introduced themselves. They represented school staff, families of students, and community stakeholders.

Principal's Report

Kim Halingstad gave the principal's report. We are in the second week of remote learning and while we are still working out some pieces with connectivity and engagement, everyone has been amazingly flexible.

Our virtual [Back to School Night](#) will be tomorrow, September 1st. There will be a standalone site with videos from each teacher, providing a walkthrough of their classrooms and discussing course expectations, and provide ways to contact teachers for individual questions that might be asked at an in-person back to school night.

Families may expect communication from the school to be sent out most days this week as the communication pieces are finalized. [Messages may be consolidated and edited into Weekly Wednesday Update format on the website. -mg]

One piece in progress is an infographic on what students can expect when they come to school, including the entrance screening, how they will travel through the school, and what safety expectations will look like in the classroom. [This was published as [WJMS Health and Safety Guidelines for Students and Families](#).] Dean of Students JP Squires has been delivering PPE to classrooms and setting up hallways for one-way flow and sanitizer stations.

Another item in progress is course material - the first set of math workbooks and kits for art - that will be available for pick up on Friday, September 4th. Families may contact the office to arrange for an alternate pickup time.

The school is in good shape with staffing as we have hired for positions that opened at the end of year or over the summer:

- Ali Hannawacker has been hired to teach sixth grade English/Language Arts, filling the position held by Devon Bar Hoover, who is taking a leave of absence for the school year.
- Sam Sherman has been hired to teach sixth grade Math, filling the position vacated by Michele Fulford, who has moved out of state.
- Susan Bergkamp was hired in the spring to teach World Language and Cultures and Spanish 1.
- Riley Merino has been hired as a paraprofessional to support teaching band and orchestra in multiple rooms.
- Shani Johanneck and Nicole Lopez have been hired as learning specialists. There was a need for additional Academic Intervention teachers as Mary Jo Gentleman retired at the end of the 2019-2020 school year.
- McKenna Henderson will be our Significant Support Needs/Challenge teacher, replacing Natasha Kenton.
- Nate Storkson has been hired as the facilities manager, filling the position vacated by Jeff Tourtel, who took a position at another school.

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We are still filling in some support staff/para positions, such as an art paraprofessional to be in the classroom during hybrid learning while Sarah Dignan is teaching remotely. We have been very lucky compared to other schools.

About 84-85% of our students have selected hybrid learning. 15-16% of families have chosen 100% remote for their students, which is higher than other schools, but the balance works well for us.

Health and Safety

Morning entry

For entrance screening, 8th grade will enter at the emergency exit doors by Mr. Cushing's classroom, 7th will enter at the emergency exit doors by Ms. Fuchigami's and Mr. Little's classrooms, and 6th grade will enter at the school's main entrance.

Students will go directly to their classroom from screening, then have some time to settle in. We will be offering a grab-and-go breakfast for students that order those in advance.

There will be a separate room for students and staff that answer positively to screening questions or have a marked temperature; they will be rescreened and follow next steps from there.

There will be 18 buses in the morning and 20 in the afternoon, so we are hopeful that car drop-off/pickup will work out after buses. The timing will also be communicated to families in the coming week.

Changes to daily routines

There will be no lockers this year; students will need to keep everything in the bookbag they bring that day and it will need to stay by students' feet under desks during class.

There will be regularly scheduled handwashing breaks, every student will have a reusable mask, and there will be hand sanitizer and disinfectant in every classroom. Snowpack Taproom has been raising funds to purchase a tie-on mask for every EMS and WJMS student. (They will say Mountain Strong - no business branding.)

Teachers have masks and face shields to use when spaced appropriately. There are fixed desk shields for use in small-group instruction in some classrooms; if anyone has connections to assist with outfitting more classrooms, please contact the school. We are encouraging teachers to take classes outside as much as feasible with the weather.

Lunch and recess

At students' lunchtime, they will leave their backpack in the classroom where they will be eating lunch with their class. Students will be escorted by their teacher to the recess door and classes will have assigned areas (e.g., wall ball, a section of the field, etc.) for recess. After recess, the staff member taking class for lunch will get a hot cart from the cafeteria with pre-ordered lunches, and escort students to class. All students will eat lunch with their class in a classroom with staff supervision.

Questions from attendees

It was asked if students that are pulled out by screening will be required to have a COVID test before returning to school. When that happens, district nurse will speak with families to assess that need.

A question was brought to the meeting inquiring about social-emotional and mental health supports for students that have issues with remote learning and engagement. The staff is currently on heightened alert to notice issues, particularly following the recent losses of two students. Homeroom starts the school year with social-emotional learning work, so we really want to use that time to build strong interpersonal relationships and have time outside

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for interacting at a safe distance. Staff will be working with the counseling and mental health team on embedding supports for students throughout the year.

It was asked who families should contact for social-emotional or mental health support needs. The counselors are the first point of contact; please e-mail them and CC Kim Halingstad for problems of a larger scope. Dan Keane added that the counselors work closely with SELS Jen Baker, so they will loop her in as needed.

Open Forum

It was asked whether the 2:30 pm start time is flexible and why it is scheduled there. The time was set to maximize teachers' availability to participate. We could record on Zoom or look at holding meetings early on Fridays.

It was asked what help the school needs. (PTA has already reached out to Kim; discussion was tabled until hybrid learning begins to revisit needs.) The school can use new folding camp chairs to support outdoor learning work. We would like to hold class outside as long as weather permits. We could use some organization of donations. The school is seeking perhaps 4 sets of 15 chairs that could be cleaned between uses. Collectively used items cannot be stored in classrooms and individual chairs might not fit under desks with the students using them.

It was asked how the school is doing with outdoor Wi-Fi access. Unfortunately, the school's Wi-Fi signal does not extend far from the building. An attendee works in IT at an area school district and has some ideas to share with Kim; they will follow up with her.

Suggested topics for the next meeting are intent forms for participants (required by the state, a gForm or fillable PDF can be prepared by the next meeting) and safety/first aid.

Based on past scheduling of Accountability meetings on the second Monday of the month, the meetings for the 2020-2021 school year would be September 14, October 12, November 9, January 11, February 8, March 8, April 12, and (optional) May 10.

Attendees were invited to stay on the Zoom call after adjournment for a quick video walkthrough of recent construction that included a mounted projector, automatic screen, solar tubes, and paint in the cafeteria, new sound insulation, paint, security glass, and a new office window into the commons, and a look at classroom arrangement in classrooms in 7th grade hall, which also received new Univac units. It was noted that seating will be staggered to have one student per double desk.

Meeting adjourned at 3:28 pm.

The September meeting was canceled due to a lack of new business. The next meeting will be October 12, 2020.

Next Meeting

Date: 10/12/2020

Time: 2:30 pm

Location: WJMS / Zoom

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October 2020

Date | 10/12/2020 | *Meeting called to order by* Kate Broyles and John SeEVERS

In Attendance

michael brooks	Sharon Burger	Kim Halingstad	Tricia Samuelson
Kate Broyles	Melissa Gutierrez	Aimee Pless	John SeEVERS

Approval of Minutes

The August 2020 minutes were published to the school website the evening of August 31. An amendment was made to correct the spelling of michael brooks's name to all lowercase on September 13.

Principal's Report

Kim Halingstad gave the principal's report. Parent-teacher conferences are taking place via Zoom this week on Tuesday evening and throughout the day Wednesday. Links to the signup forms for each day were published on October 8th. PTA will be providing boxed lunches from Rocky Mountain Wraps for staff on Wednesday.

Our enrollment number from October Count is 18 students below the enrollment projected in the spring. We have enough money in our carry-forward funds to cover the difference. Incoming funds are a little lower than past years because fees are lower and were finalized later into the year. We may feel the financial impact of families not paying fees; so far families have been very good about contacting the school to set up payments when needed. We will be asking families to try to at least pay for the math workbook(s) for their student(s).

Our kitchen manager advised this morning that the federal waivers providing free breakfast and lunches will be extended through the end of the school year. Students are asked to pre-order meals each week to make their entrée choices, but students can receive meals without pre-ordering.

Learning Environment and Remote Learning

The window to request a change in learning environment is open through Wednesday, October 14. As of the morning before the meeting, 2-3 families have requested moving students from hybrid learning to full-time remote learning and 7-8 families have requested moving students from full-time remote to hybrid learning.

Attendance and engagement on Fridays, which are a remote learning day for all students, continue to be a struggle. Students are expected to login to each class and complete learning tasks on Fridays, even if they are not expected to work with teachers in individual or small groups that day. Kim has seen many math and science classes doing small group breakouts on Fridays, and teachers making personal calls to follow up with students that have missed classes. We would like to improve messaging, so students understand they need to participate in classes on Fridays and are looking at ways for elective teachers to do more focused work with full-time remote students on Fridays.

To support both in-person and remote learners, our PTA is kicking off a Clash of the Classrooms fundraiser to purchase voice amplification systems and DVI-HDMI cables for each classroom teacher.

UIP Progress

We are still in the discovery stages for this year's Unified Improvement Plan (UIP). We expect that much of the plan will be carried over from last year's goals. While the only current data we have is MAP assessment data from our recently concluded fall MAP assessments, staff will be digging into that data this Thursday.

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We will continue with our process goal of improving Responsive Instruction through Professional Learning Community (PLC) work and will be training a cohort of our teachers to lead that work for their departments. We may revise instructional goal around math after looking at MAP data.

It was suggested that Zak Martin at Marshdale or Christian Kingsbury (formerly at Marshdale, now at Bear Creek K-8) would be good resources for advice on streamlining our UIP framework if we are interested in doing that.

It was asked if our school has an instructional coach and whether they dig into data with administration; yes, our coach is Caity Mergendahl and she does do data work with staff. It is a challenge this year that we have less data from testing with no spring 2020 MAP and no 2019-2020 CMAS data.

It was asked when the school will have fall MAP data. Reports are starting to come down this week. Staff are looking at data and will be considering it as part of a larger data picture. Some reliability issues are being noticed by schools, possibly due to resources available in online testing environments outside of school.

A concern was expressed about whether all students' grades are declining. We are seeing a district-wide slide in grades. Information has not been disaggregated yet to a point where we can specifically tie issues to specific aspects, but anecdotally students are reporting challenges in engagement during remote learning.

It was suggested that once disaggregated data is available, it would be useful to see if students with strong grades and test scores prior to remote learning continue to achieve or if other patterns develop. We have a strong assessment team at the district level working on it. It would be useful to have that data to look at for future to develop a playbook for ongoing changes in education models and learning environments.

Health and Safety

Following up on the topic requested from the August 31 meeting, it was asked if the school has staff trained in [Stop the Bleed](#) or kits on site. Administrators, counselors/mental health, and other staff that interact with all students were trained last year. The school has kits at the office and by the gymnasium. Last year Marshdale teachers were trained and the school developed an orange bucket kit with a bleed kit, first aid kit, and other emergency supplies. Our school has orange buckets that are used for lockdown supplies and each teacher has an emergency go bag.

It was asked if the school works with The "I Love U Guys" Foundation; yes, we use their Standard Response Protocol (SPRx). Our lockdown drills this year will be virtual; they will use the usual notification over the PA but students will stay in their seats, then watch a video in class and discuss it with teachers. We will be very clear that in a non-drill situation, we would not be following social distancing rules.

Meeting adjourned at 3:22 pm.

On October 29, the November meeting was rescheduled to Thursday, November 5 so the committee could address the School Budget Priorities Survey before the survey deadline.

Next Meeting

Date: 11/5/2020

Time: 2:45 pm

Location: WJMS / Zoom

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November 2020

Date | 11/5/2020 | *Meeting called to order by* Kate Broyles and John Seevers

In Attendance

Amy Baker	Kate Broyles	Melissa Gutierrez	Tricia Samuelson
Nanci Blanton	Sharon Burger	Kim Halingstad	John Seevers
michael brooks	Eliabeth Claflin	Dan Keane	Alison Thayer

Approval of Minutes

The October 2020 minutes were published to the school website the evening of October 12. An amendment was made to update the rescheduled November meeting date on October 29.

Principal's Report

A principal's report was not made at the meeting. First trimester ends on Friday, November 13, and information about that is being communicated to families.

School Budget Priority Survey

With the deadline for individual School Accountability Committees to report their budget priorities to the [District Accountability Committee](#) earlier than in past years, the November meeting was rescheduled to address the survey questions by that deadline. The collected data influences decisions and recommendations made by the DAC Budget Subcommittee.

It was asked if the recent voters' decision to repeal the Gallagher Amendment will be figured into next year's district and school budgets. The repeal helps the state and districts avoid taking funds away and is not being figured as additional funds. Colorado schools were anticipating a decrease in successive years' budgets before the pandemic. Changes in enrollment and the economy resulting from the pandemic exacerbate budget concerns, but those concerns were not unexpected.

The School Budget Priority survey asks School Accountability Committees to rank their top three priorities for school-level reductions in the following categories, then for committees' lowest priorities for reductions, showing the highest level of support for those top three lowest priorities:

- Decrease in administration (assistant principal, deans, etc.)
- Decrease classroom teachers
- Adjustment to Digital Teacher-Librarian
- Adjustment to instructional coaches
- Adjustments to interventionist(s)
- Decrease in main office time and support
- Decrease para/aide time/support
- Decrease elective programming
- Professional development
- Adjustments to STEAM/STEM programs
- Decrease concurrent enrollment offerings
- Gifted/Talented supports
- Instructional resources
- Mental/Behavioral supports
- Increase student fees
- Resources for at-risk student populations

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Clarification was requested on the decrease/adjustment wording in the list of priorities provided by the district. The term “adjusting” there refers to actions like reviewing the ratios of certain positions or resources to school enrollment. (E.g., in 2011 the district adjusted the minimum enrollment for a school to have a full-time librarian position, which moved all mountain-area elementary schools to have half-time librarian positions.)

It was asked if digital teacher-librarians and instructional coaches are licensed teachers; yes, they are. Middle school digital teacher-librarians perform many of the duties of the technology specialist position at high schools.

Committee members were asked prior to the meeting to provide their top three highest and lowest priorities for school-level reductions. After weighting by number of responses, the five highest priorities for protecting from reductions, were: 1. Decrease classroom teachers, 2. Decrease in administration, 3. Mental/Behavioral supports, 4. Resources for at-risk student populations, and 5. Adjustment to digital teacher-librarian and the three lowest priorities to protect from reductions were: 1. Increase Student Fees, 2. Professional development., and 3. Decrease elective programming.

Clarification was requested for the "Decrease classroom teachers" and “Decrease elective programming" items. Are elective teachers included in the descriptor of “classroom teachers”? Yes. Would elective teachers be affected by a reduction in elective programming? It would probably just affect the variety of elective options, not the number of elective teachers, as our elective programming is what provides all teachers with a planning period in scheduling.

Clarification was requested on how much of an overlap exists between “Mental/Behavioral supports” and “Resources for at-risk student populations”. There is some overlap, but resources may cover more district-level resources such as the [Student Engagement Office](#) or [Connections Learning Center](#). At our school, administration and counseling do much of the management for at-risk students. We do have a budget line for at-risk funding, which we use primarily to assist with student fees and providing meal funding for students.

Clarification was requested on “Gifted/Talented supports” and “Adjustments to STEAM/STEM programs”. Our understanding is that GT supports might address services offered by the district [Gifted and Talented Program](#), including resource teachers and counselors that are shared among several schools. We do have GT-endorsed teachers already teaching our courses. The school does receive additional funding from the state for teachers with [Career and Technical Education](#) endorsements that teach a certain number of approved classes or sponsor organizations like Technology Student Association.

Clarification was requested on whether an instructional coach or paraprofessionals would provide greater good to a greater number of students. Instructional coaches support all students through their work with teachers, setting individual student growth goals, and often serving as a school’s assessment coordinator, both working on the setup and administration of testing and working with administration and staff to interpret the data from testing. An instructional coach has more impact on a school as a whole and in the long run.

The final ranking by the committee of priorities for school-level reductions from most important to protect to least impact to protect was:

- Decrease classroom teachers
- Decrease in administration
- Mental/Behavioral supports
- Resources for at-risk student populations
- Adjustment to Digital Teacher-Librarian
- Adjustments to STEAM/STEM programs
- Adjustment to instructional coaches
- Decrease in main office time and support
- Decrease para/aide time/support
- Instructional resources
- Gifted/Talented supports
- Decrease elective programming
- Professional development
- Increase student fees

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The ranking of budget priorities was acknowledged as a difficult discussion.

It was asked if there was anything else committee members wanted to suggest in the long text entry area of the form to suggest for saving money. There were no suggestions.

It was asked how many students identified as being in at-risk populations attend West Jeff. The school is provided by the district with a percentage of its enrollment that are students that receive free and reduced-price lunch program benefits (FRP). The percentage may overlap with students that have Individualized Education Plans, which are privileged information, or students struggling with engagement, which is also a percentage provided in our School Performance Framework from the state. In the past several years, 13 to 16% of our students receive FRP.

New Business

It was agreed to hold the optional December meeting. Any requests for agenda topics may be sent to Kate Broyles. It was requested that Health and Safety be a standing agenda item.

Meeting adjourned at 3:25 pm.

The December meeting, scheduled for December 14, 2020, was later canceled for lack of new agenda material.

Next Meeting

Date: 1/11/2021

Time: 2:45 pm

Location: WJMS / Zoom

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January 2021

Date | 1/11/2021 | *Meeting called to order by* Kate Broyles and John SeEVERS

In Attendance

Nanci Blanton	Kate Broyles	Melissa Gutierrez	John SeEVERS
Amy Born	Sharon Burger	Kim Halingstad	
michael brooks	Elizabeth Claflin	Tricia Samuelson	

Approval of Minutes

The November 2020 minutes were published to the school website the evening of November 5. An amendment was made to remove the canceled December meeting date on December 12.

Principal's Report

Tricia Samuelson gave the principal's report. We do not have any new information from the district on a return to hybrid learning, teacher vaccinations, or plans for the fall yet. As a school, we are hopeful to have students back on a hybrid schedule the week of February 1st and are also hopeful to have students 100% in-person in August.

If Jeffco is 100% in-person instruction in August, families that choose to stay 100% remote may have to enroll in Jeffco Virtual Academy and not enroll in the home school. That was the process before the pandemic.

As a district, we are facing at least \$54 million dollars in budget cuts. The impact at the secondary level is \$30 less per student. Principals received projected dollars on January 5th and the final budget is due February 5th. Some adjustments can be made when the window reopens in March. We will share the budget at the next Accountability meeting. Our goal is to maintain staff and look at other management areas for cuts. This is a difficult situation and uncertain enrollment numbers add to the impact.

As a school, when we return to the hybrid model, we will implement a Blue/Silver, Blue/Silver, Friday schedule to align with Conifer High School. (In the fall our hybrid schedule was Blue/Blue, Silver/Silver, Friday.) A copy of the anticipated block schedule is attached as an appendix to the minutes.

Unified Improvement Plan

Kim Halingstad provided a summary of the school's Unified Improvement Plan (UIP). While we intended to carry over much of the plan from last year, we did have to make some adjustments to consider the impact of remote learning and using MAP testing data instead of CMAS data.

Our UIP has two Major Improvement Strategies:

Responsive Instruction Through a Systemic Teaching/Learning Cycle (Process Goal)

1. 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, then they will: deeply plan and implement curriculum, develop common

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assessments, use the data to determine student needs, adjust instruction, and reflect on their own instructional practices.

1. **Performance Indicators:** Student engagement will increase based on a comparison (data needed) of Google Classroom reports: Task Completion, Usage Trends from Trimester 1 to Trimester 3. The number of students on the F List will decrease from 8.7% (trimester 1) to 6.5% for trimester 2.
2. **Implementation:**
 1. Content Department PLC with a focus on the teaching/learning cycle.
 2. PLC Guiding Coalition Team - bi-monthly meetings and district training with PLC coordinators.
 3. Student Study Team (SST) of non-classroom educators and mental health staff to use a support lens for assessing and addressing student social, emotional, and behavioral needs.

Math Reasoning and Major Content (Academic Goal)

- a. If math teachers prioritize important math standards and teach specifically to those standards, then students will be able to increase performance and growth in state and district math assessments. Prioritized learning targets will allow teachers to focus on best instructional practices in math: metacognitive learning, questioning strategies, collaborative talk moves, prioritized formative assessment with teacher feedback.
 - i. **Performance Indicators:** The overall RIT scores for 75% of students who completed all three Math MAP assessments for the 2020-2021 school year will increase by an average of 4 points from Fall MAP to Spring MAP assessments. 2. 60% of students will demonstrate proficiency in grade-level math reasoning by the end of May 2021 as measured by a West Jefferson Middle School vertical math reasoning rubric.
 - ii. **Implementation:**
 1. Math Learning Lab model with a focus on prioritized standards for learning and relational and cognitive engagement.
 2. Math department weekly work in the Teaching/Learning cycle to prioritize standards, implement best instructional practices, analyze student data, and feedback to guide instruction.

The RIT (Rasch Unit) scale is an equal interval scale that allows instructional growth at different ages and grade levels to be accurately measured over a period of time; e.g., a student whose RIT score increases from 165 to 170 between two test seasons has experienced the same amount of growth as a student whose score increases from 280 to 285. Improving math reasoning has been an ongoing goal for us since past MAP testing identified gaps in certain subareas in the math assessment, particularly among students in advanced math classes.

On the process goal, we have found that the Student Study Team (SST) approach has been both helpful in meeting highly impacted students' academic and social-emotional learning needs and in improving their engagement in remote learning. We would like to expand how many students we serve this way. It was asked if we have enough non-classroom educators to support the number of students the school would like to serve with SST. The number of students receiving SST intervention varies by the non-classroom educator's role, with administrators working with 8-10 students each and counselors working with 15+ students each. It was asked if community members could assist with SST; they would need to have a current teacher's license.

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Health and Safety

As a standing agenda item for the committee, the health and safety guidelines previously followed during hybrid learning will resume as before, with the exception that neck gaiters will not be an option for a face mask.

We have had many family and community questions about how schools are addressing mental health issues arising during remote learning. We have increased teachers' office hours to give students an opportunity to express needs without having to do so in front of classmates and increased use of [Securly Classroom](#), a classroom management tool that gives teachers additional capabilities to guide, monitor and communicate with students.

Open Forum

Several attendees expressed appreciation for the staff's work in recent months. It was asked what families can do to support staff. One attendee stated they have written e-mails to board supporting a return to hybrid learning and was wondering what they can do other than being a vocal parent. Families are encouraged to continue reaching out to the board and interim superintendent to express their support for a return to hybrid and in-person learning. Wes Paxton at Conifer High School and Kim Halingstad have heard many families' feedback about the different situation in mountain communities re positivity rates. The board is committed to bringing students back and is aware of the mountain area's support of a return to hybrid learning.

It was asked what the Group 1b subgroups for COVID-19 vaccination in Jeffco look like for school staff. Our understanding is that the first/earlier round of 1b includes area nurses, clinic aides, and special education center program staff (e.g., Affective Needs, Autism Spectrum Disorder, Deaf/Hard of Hearing, and Significant Support Needs) and the second round includes teachers and administrators. Additional information was sent to school administrators in the Leadership Memo during the meeting, so we may have more information to share soon.

If any topic comes up that families want to hear more from the school about, please reach out to Kim or Tricia. If you have questions, other families may have the same question as well.

Meeting adjourned at 3:12 pm.

Next Meeting

Date: 2/8/2021

Time: 2:45 pm

Location: WJMS / Zoom

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Appendix: Spring 2021 Hybrid Schedule

WJMS 2021 CALENDAR

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	1 A	2 A	3 B	4 B	5	6
7	8 A	9 A	10 B	11 B	12	13
14	15	16 A	17 A	18 B	19 B	20
21	22 A	23 A	24 B	25 B	26	27
28						

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
	1 A	2 A	3 B	4 B	5	1
2	8 A	9 A	10 B	11 B	12	13
14	15 A	16 A	17 B	18 B	19	20
21	22 A	23 A	24 B	25 B	26	27
28	29	30	31			

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	1
2	5 A	6 A	7 B	8 B	9	10
11	12 A	13 A	14 B	15 B	16	17
18	19 A	20 A	21 B	22 B	23	24
25	26 A	27 A	28 B	29 B	30	31

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 A	4 A	5 B	6 B	7	8
9	10 A	11 A	12 B	13 B	14	15
16	17 A	18 A	19 B	20 B	21	22
23	24 A	25 A	26 B	27	28	29
30	31					

	Remote Learning for All
	Blue Day
	Silver Day
	Teacher Work Day/No Students
	No School
	Holiday

A = Group A students A-J

B = Group B students K-Z

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February 2021

Date | 2/8/2021 | Meeting called to order by Kate Broyles and John SeEVERS

In Attendance

Nanci Blanton	Sharon Burger	Kim Halingstad	John SeEVERS
michael brooks	Elizabeth Claflin	Dan Keane	
Kate Broyles	Melissa Gutierrez	Tricia Samuelson	

Approval of Minutes

The January 2021 minutes were published to the school website the evening of January 11.

Principal's Report

Kim Halingstad gave the principal's report.

[Return to Hybrid Learning](#)

Secondary students returned to hybrid learning on January 25, a week earlier than expected. We are very proud of our staff for adjusting to the change. We had 23 students choose to move from remote to hybrid learning at that time and 17 students moved from hybrid to remote learning.

Our Student Support Team outreach has had some successes with students that struggle with engagement during remote learning. Districtwide, schools have difficulty engaging students during remote learning, regardless of whether those students are learning remotely in a hybrid learning model or full-time remote.

The Board of Education looked at adding Fridays to on-campus days for hybrid learners to increase student learning time and reduce the treatment of remote learning on Friday as a "free day". After discussion and reflection, the board concluded that is not feasible at this point. There is an increased expectation that Friday activities have more engagement for both teachers and students.

[2021-2022 Learning Models](#)

The district recently announced that all PK-12 students will have the choice of either 100% in-person and 100% remote learning for the 2021-2022 school year. Families choosing 100% remote learning may choose asynchronous remote learning, provided through [Jeffco Virtual Academy](#), or a centrally based synchronous remote learning model, which will be funded through CARES Act Elementary and Secondary School Emergency Relief (ESSER) funds. Students in synchronous remote learning would remain connected to our school, probably through Advise (homeroom) classes. Schools will not be offering dual-modality – simultaneous in-person and remote – learning in the 2021-2022 school year. Staff may be moved to other sites to support centrally based synchronous remote learning, depending on individual schools' in-person enrollment.

[2021-2022 Budget](#)

We began the school year with a projected 2021-2022 enrollment of 553 students. At the start of January 2021, the projected 2021-2022 enrollment was 484 students. Our current projection is about 510. The smaller number is partly due to a smaller incoming 6th grade class and partly to families choosing other options for learning. The difference of over 40 students will require downward adjustment to the 2021-2022 budget of about \$255,000, which cannot be managed without changes in staffing. There is a strong possibility that the school will have to cut two full-time equivalent (FTE) positions for the 2021-2022 school year.

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February 2021

We had been hoping to ease that cut via attrition, e.g., teachers that plan to retire or otherwise leave our school. We do not have any teachers that can transition into that position and the electives they teach are part of a program that is too popular to justify cutting, so we will be hiring for the pre-engineering/robotics position being vacated by David Williams's retirement. We may have another hard-to-fill position opening, which is a challenge since secondary teachers in Colorado must be either highly qualified or have an [endorsement](#) for any core subject areas that they teach. We expect to have more teachers teaching multiple subject areas next year.

It was asked whether the school receives funding for students in full-time remote learning that choose to attend in-person for electives. We will receive funding for students in synchronous remote learning that attend in-person for electives; we would not receive funding for students in asynchronous remote learning as they would be counted as enrolled with Jeffco Virtual Academy. In a typical year, we would get minimal funding for homeschooled students that attend just for electives. It was noted that electives availability for students in remote learning options or homeschooled students are dependent on space in their course selections, and they would not be able to get into a class that is full.

New Business

It was agreed to skip the March meeting scheduled for March 8, keeping the date available in case the need arises for the School Accountability Committee to meet at that time. The next scheduled meeting would then be Monday, April 12.

Looking at committee leadership needs for the 2021-2022 school year, we are looking for a volunteer to co-chair with John Seevers. Kate anticipates possible work conflicts as business travel resumes. Melissa has offered to stay on as secretary. Anyone interested in co-chairing the committee next year may e-mail Kate or John.

Meeting adjourned at 2:57 pm.

Next Meeting

Date: 4/12/2021

Time: 2:45 pm

Location: WJMS / Zoom

WJMS ACCOUNTABILITY MINUTES

April 2021

Date | 4/12/2021 | *Meeting called to order by* Kate Broyles and John SeEVERS

In Attendance

michael brooks	Sharon Burger	Kim Halingstad	Alison Thayer
Kate Broyles	Melissa Gutierrez	John SeEVERS	

Approval of Minutes

The February 2021 minutes were published to the school website the evening of February 8.

Principal's Report

Kim Halingstad gave the principal's report.

CMAS Testing

Math CMAS testing is underway this week and next week. While we have a higher number of students that have opted out of testing than in the past, this year is being considered by the state as a "hold harmless" year so the percentage of students not testing will not count negatively against School Performance Frameworks (performance ratings published by the Colorado Department of Education). We have some 100% remote students that are coming on campus to test, and some in-person students that will not be testing. Some classes are on different lunch schedules on Math CMAS testing days (April 12-15, 19, and 20) and there will be a modified schedule for all grades during 7th grade English/Language Arts and 8th grade Science CMAS testing days (April 26-28).

8th Grade Continuation

Information about Continuation activities was provided to eighth grade families via SchoolMessenger last week. The school is coordinating a class photo created from individual green-screen photo and a slideshow video that will be published for families to view. PTA will be providing a gift bag for each student with a custom t-shirt, gift cards, and other treats. The Continuation ceremony will take place on the morning of Thursday, May 27, and be just for the eighth grade class and staff; it will be filmed for families and friends.

2021-2022 Budget

The 2021-2022 budget was submitted with a projected enrollment around 510 students. The smaller number is due in part to a smaller incoming 6th grade class. While it appeared earlier this year that as many as 4 full-time equivalent (FTE) staff positions would have to be cut, at this point one teacher is being displaced by the lower enrollment. We anticipate offering a similar range of electives next year as to what was offered this year.

A budget summary worksheet, appended at the end of the minutes, was reviewed by attendees. Decreases were noted in the number of full-time teacher positions, paraprofessional positions, the clinic aide's salary (the person filling the position changed during the 2020-2021 school year), and allocated amounts for staff development, textbooks, copier usage, and library media. The allocated amount for at-risk students was increased; that amount includes a cushion for paying for Outdoor Lab for students whose families cannot or do not pay that fee.

It was asked what would happen if the enrollment number significantly increased. Schools can submit adjustments to the budget in August. It was noted that any positions that need to be hired after July 15 are a temporary position for the upcoming year, so anyone hired at that point would have to interview for a permanent position in the spring.

WJMS ACCOUNTABILITY MINUTES

April 2021

2021-2022 School Year

It is expected that we will continue a block schedule next year, with Blue/Silver/Blue/Silver blocks for Monday through Thursday, then all six periods (no homeroom) on Friday. The block schedule will allow teachers to do more small-group pullout work with students to help address expected gaps in student learning and provide additional support during class time.

Schools districtwide are looking at summer programming that will be funded through CARES Act Elementary and Secondary School Emergency Relief (ESSER) funds. We have two teachers that will be running online math classes for incoming 6th graders and some of next year's 7th graders. We are looking at offering an entire week of transition programming for incoming 6th graders that would be in addition to our WEB Day. The transition week will be teacher-led, but WEB leaders may volunteer to help. 7th grade students received information during Homeroom today about applying to be a WEB Leader for the upcoming year; there is a banner on the front page of the school website and information was shared with families in the April 7 Weekly Wednesday Update and the April 9 PDF.

Old Business

We are looking for a volunteer to co-chair with John Seevers in the 2021-2022 school year. Anyone interested in co-chairing the committee next year may e-mail Kate or John.

Open Forum

It was asked if students normally only have 15 minutes to eat lunch or if that was a current public health guideline. It is normal in our school's schedule that students' 30-minute lunch times are half lunch and half recess. For most classes, teachers are flexible about when students may have a snack during class. Other classes may have designated times when students may eat.

It was asked about how many students are currently in full-time remote learning. Between 15 and 20% of our students are in full-time remote learning, which is a lower percentage than most Jeffco middle schools. The actual number was about 83 at least check.

It was asked if all staff are now fully vaccinated for COVID-19. To the best of our knowledge, all staff members that have chosen to be vaccinated are fully vaccinated. A few staff members have not for various reasons.

It was asked if we have a wait list for choice enrollment. We have a short wait list, as schools have been asked to hold off on accepting out-of-district choice enrollment. The wait list is not large enough to budget in another FTE.

Meeting adjourned at 3:05 pm.

Next Meeting

Date: 5/10/2021

Time: 2:45 pm

Location: WJMS / Zoom

WJMS ACCOUNTABILITY MINUTES

April 2021

Appendix: 2021-2022 School Budget

Final SBB Budget 2021/2022	3,463,040		
Projected CTE Reimbursement	6,834		
Total Distributed Dollars	3,469,874		
FTE			
Principal	114,200	1	
Assistant Principal	95,500	1	
Dean	71,800	1	
Teacher	1,584,000	26	Down from 26
Counselor	206,400	3	2 counselors, SELS
Teacher Librarian	74,700	1	
Instructional Coach	73,300	1	
School Secretary	39,200	1	
School Office Manager	55,500	1	
Employee Benefits	723,034		All programs
Total FTE	3,037,634	34	Salary & Benefits
Dollars No FTE			
Paraprofessional	35,000	1	Down from \$78,280
Clinic Aide	20,000	1	Down from \$23,842
Additional Pay	1,000		
Mileage & Travel	500		
Employee Training	2,000		
Contracted Services	3,000		Per Pupil Tech Allocation
Contract Maintenance	2,000		
Telephone	300		
Postage	300		
Contingency	258,906		\$ set aside to cover reduction of student #s
Office materials	2,000		

WJMS ACCOUNTABILITY MINUTES

April 2021

Office Equipment	1,400	
Staff Development	1,000	Down from \$5,000
Instructional Materials	4,500	Divided between departments
General Instruction	35,000	
Instructional Equipment	25,834	
Textbooks	1,000	Down from 5,000
Copier Usage	10,000	Down from \$15,000
Library Media	3,000	Down from \$5,000
At Risk Students	25,000	Up from \$20,000
Total Dollars	432,240	

WJMS ACCOUNTABILITY MINUTES

May 2021

Date | 5/10/2021 | *Meeting called to order by* Kate Broyles and John SeEVERS

In Attendance

Kate Broyles	Sharon Burger	Melissa Gutierrez	John SeEVERS
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Approval of Minutes

The April 2021 minutes were published to the school website the evening of April 12.

Principal's Report

Kim Halingsstad was not available at the time of the meeting. The following report was summarized from material communicated by the school in early May 2021.

CMAS and MAP Testing

Makeup CMAS testing is wrapping up this week. We had to amend the testing schedule on Wednesday, April 28 to accommodate late busses and students, which resulted in less makeup CMAS testing time and more instructional time. 7th and 8th grade students will be taking spring MAP testing this week.

End of Year Housekeeping

As summer approaches, we have been communicating reminders for students to please keep highly sugared and caffeinated energy drinks from coming to school as much as possible and to show good judgment in school attire in line with the school dress code. We have additionally reminded students that they need to bring their own refillable water bottles to use at school. The school has a limited amount of bottled water available for students that do not bring a bottle with them to school.

Families received additional messaging on the afternoon of Friday, May 7 with guidelines for afternoon pickup and an updated traffic staging diagram to assist families in easing pickup challenges for the remainder of the school year.

8th Grade Continuation

PTA will be providing a gift bag for each student with a custom t-shirt, gift cards, and other treats. The Continuation ceremony will take place on the morning of Thursday, May 27, and be just for the eighth grade class and staff; it will be filmed for families and friends.

2021-2022 School Year

It is expected that we will continue a block schedule next year, with Blue/Silver/Blue/Silver blocks for Monday through Thursday, then all six periods (no homeroom) on Friday. The block schedule will allow teachers to do more small-group pullout work with students to help address expected gaps in student learning and provide additional support during class time.

Sixth and seventh grade students will be ranking their elective choices for the 2021-2022 school year during homeroom this week. We will do our best to place students in their top choices as we are able. Students may be scheduled in electives that are lower on their list as class sizes and scheduling logistics can make it difficult to get all top choices.

WJMS ACCOUNTABILITY MINUTES

May 2021

New Business

Meetings for the 2021-2022 school year are expected to stay after school on the second Monday of the month.

Open Forum

The results of the Conifer Area Council's 2021 community survey about public library service have been presented to the Jefferson County Public Library's executive team and Board of Trustees, and the Jefferson County Board of County Commissioners. The council appreciates all the responses received. The library survey results may be viewed on the [Conifer Survey Results](#) page of the Conifer Area Council website.

Conifer High School will be offering an in-person Math Boot Camp to target specific prerequisite skills for future success in Algebra 1. The boot camp will meet from 12 pm to 2 pm June 7 - 10 and June 14 - 17. [Free registration](#) is required. The Math Boot Camp is offered at no cost to current Jeffco Public Schools students.

Meeting adjourned at 3:00 pm.

Next Meeting

Date: TBD

Time: 2:45 pm

Location: WJMS / Zoom