# Kyffin School Accountability Committee

# Meeting Minutes

March 9, 2020

Present: Jim Havens (principal), Hayley Schneider (chair), Renee Hook (co-chair), Tina Galterio, Leslie Joseph, Andrea Heaton, Karyn Peabody, Kristin Vale, Kacie Weikel, Rory Ralston, Heather DeCaluwe (Secretary).

1. Opening Circle
2. Review and approve meeting minutes
* DeCaluwe reviewed January meeting minutes.
* Vale made a motion to approve.
* Hook seconded Motion.
* January meeting minutes approved by unanimous vote.
1. Budget:
* Mr. Havens working on 2020/2021 budget
* Based on current year’s count of 433 students, anticipating 459 students next year
* Working on staffing, preliminary work on hiring (goal to increase to 3 teachers for 5th and 4 teachers for 2nd ) – can’t post job yet, per the district
* Plans to maintain full time AP & full SEL team – pair SELC and SEL & buy up social worker to be full time – prefers full time people
* Questions:
	+ There are cuts happening at the high school level, elementary too? Not anticipating cuts here at Kyffin, but first year we’re in a situation where we’re expecting an increase of up 20 kids which equates to $150,000, therefore, some uncertainty
	+ Rooms available for extra teachers? Yes
	+ Full time AMP team? Yes, due to full-time kindergarten.
	+ For second grade, if you can’t get the 4 classrooms, can you add 2 paras? Yes, but feels confident he’ll get the approval before the start of the year for an additional teacher. Worst case won’t get approval until Oct. 1. District priority is small class sizes, so this should help the case in hiring before the start of next year.
	+ As current first grade class moves up, do you anticipate continuing the hiring trend? Does not expect this, expects class size will decrease and so, this will help maintain overall class sizes rather than have the significant drop-off seen in previous years.
1. Fee & Supply Approval:
* Goal is to keep fees around $50, but there are anomalies
* PTA sells supplies, so that packs can be purchased in advance and this is also a fundraiser for PTA
* Motion to approve fee schedule for 20/21 – Galterio made motion, seconded, motion approved by unanimous vote.
1. Family School Partnership Data Dig – broke into small groups to discuss the following
* Questions to think about:
	+ How did we do compared to district?
	+ Are there relative strengths or areas of concern?
	+ How many people took the survey?

 ~ 372 families at Kyffin, with preschool, ¼ families responded.

Results of Small Group Discussion:

* Strengths:
	+ Above district in all areas
	+ My child likes school
	+ My child feels safe
	+ My child has good teachers
	+ School is willing to listen to all my concerns
	+ Parents have opportunity to be involved
	+ Attend conference high
	+ Schools process of legal rights is high
* Growth Areas:
	+ Parent groups need to include all types of families
		- * For parents it takes time and money to be included – need support at home caring for children, for example
	+ Low in kids liking Homework
	+ Informing families how kids are doing with social/emotional – suggestion to use Dessa Mini tool
	+ SEL parent night prior to survey
	+ For school trends, why did everything decrease for all areas – break down, could this be pre-school? Answer: we’re mirroring the district, family school partnerships all have decreased
	+ Dissatisfaction with the building was obvious
* Goals/Action Steps
	+ Dessa Mini (free through the district) or other universal screening for social emotional
		- * Kyffin does a really good job of analyzing academics – use WIN time
			* When we look at social emotional, what are we using to collect data? SWIS system used, but are there other tools we could be using to collect data on social emotional – particularly anxiety?
	+ Compare to the Make your voices heard survey (students) & TLCC (teachers) – ideally look at all 3 together
	+ Communications parent group question
		- * Are we making meetings accessible for working families? Best time for everyone? Should we push meeting back to 6pm, for example? Provide child care? Hold meetings during school day or right after school? What’s best for most pariticipation?
				+ Child care is a potential liability that needs to be reviewed
			* More data is needed – specific around parent groups, other areas are high
			* Should we have a survey to decide best meeting times for most families?
			* Are there printed copies of newsletter available – this could be useful?
				+ A quick preview of what can be found in the newsletter might be useful, so parents are enticed to read the newsletter
	+ To be sure we obtain high participation in survey there should be a kiosk available at school so all parents can take the survey there, as desired.
	+ Small group events could be good – low pressure – play date, board game night, etc.
1. New Business
* Teacher Recognition Program supported by the Golden Schools Foundation – Karen Peabody
	+ Recognize your kid’s teacher – please fill out the nomination forms, it makes a huge difference to teachers – due by April 7th – teacher wins $1,000 to spend in classrooms
	+ Teachers who have already won, can’t win a second time
* Award started in 2012
1. Looking to fill open positions on SAC board
	1. Vote in May
	2. Current plan: Hayley – chair, Heather – co-chair
	3. Looking for someone to fill Secretary position – please talk to Hayley if you are interested.
2. Closure
* Next meeting – May 11th 5:30-7:00

END OF MINUTES