

## School Effectiveness Team Meeting notes - August 17, 2021

Secretary: Melissa Leske

### In Attendance

Brian Merkey	Kim Shively	Nell Saunders-Scott	Melissa Leske
Willie Bittner	Melissa Murray	Deanna Maynard	Amy Merkey
Nicole Rislow			

Item	Notes
Introductions	<ul style="list-style-type: none"> <li>Brian called the meeting to order</li> <li>Roundtable - Each participant introduced themselves</li> </ul>
Meet Kathy S.	<ul style="list-style-type: none"> <li>Kathy unable to attend – hopefully will be able to participate in the future</li> </ul>

### Officer Reports

Item	Notes
Secretary's Report	<p>ACTION: Nell approved, Amy seconded, all approved</p> <ul style="list-style-type: none"> <li>Minutes from May 2021 meeting approved</li> </ul>
Elementary Principal Report	<ul style="list-style-type: none"> <li>Nicki Pope unable to attend</li> </ul>
Adolescent Principal Report	<ul style="list-style-type: none"> <li>Melissa Murphy shared CMAP enrollment at 9 (6<sup>th</sup>), 11 (7<sup>th</sup>), 7 (8<sup>th</sup>)</li> <li>Not enough students (short by 3) for more than one teacher, but going to look for additional support – will discuss with Matt, new HR manager</li> <li>Some students on waiting list at Poly Tech, with Montessori as secondary. Nine making phone calls to understand intentions of those families</li> <li>If anything changes and increase by +3 students, will look to hire additional teacher, however, most likely won't be the ideal candidate so close to start of school and most likely without Montessori background</li> <li>Will continue to spread kids out, more difficult for Nine to manage multiple spaces</li> <li>There are times when students are in other parts of school (special ed, math, etc.)</li> <li>COVID protocol announcements have been slow to come, anticipate masks will be mandatory</li> <li>Not expecting the need for cluster scheduling at this time (was done last year)</li> <li>Zoom, Canvas, digital instruction will remain the same, no new education needed for teachers or students</li> <li>District budget for both charter schools is minimal, less than last year. Started with zero-based budgeting</li> <li>Nine's field trip budget approximately \$1300, site plan budget of approx. \$700, cannot be used for field trips</li> <li>Low budget may necessitate student fees for field trips across entire school</li> <li>Nine looks for experiences within walking distance of school to avoid transportation expenses, but may be coming to SET more often for support</li> <li>SET gave \$600 last year, Melissa M unsure if any left, but any remaining dollars will carry over – will email Brian, Kim, and Nell with the remaining dollars</li> <li>Watch item - Lincoln Middle is slated to close, CMAP relocation by 2023</li> </ul>

	<ul style="list-style-type: none"> <li>● Need for advocacy across all charter schools to ensure they relocate to locations that meet needs <ul style="list-style-type: none"> <li>○ Example of one issue may be moving students from Lincoln, taking them further from walking distance field trips, with no additional budget</li> </ul> </li> <li>● Melissa M to reach out to Aaron Engel and Troy Harcey about getting SET a seat at the table to advocate</li> </ul>
Treasurer's Report	<ul style="list-style-type: none"> <li>● Nell prepared the estimated budget</li> <li>● There are some unknowns going into the school year, so we may need to focus more on non-in person, such as read-a-thon</li> <li>● Ms. Allison has submitted a request for \$680 as she moves into Children's House</li> <li>● Ms. Nikki mentioned that while it would be an "investment" now, Ms. Allison would not have these expenses down the road</li> <li>● Ms. Nikki going to go back to the teachers to understand needs and wish lists</li> <li>● Will also consider what needs some fixing or overall replacement <ul style="list-style-type: none"> <li>○ There have been volunteer events in the past to update materials, such as sanding and painting, which may help with limited budget</li> </ul> </li> </ul> <p>ACTION: Brian motion to approve, Kim seconded, all approved</p> <ul style="list-style-type: none"> <li>○ Nine's request for \$600 for camping field trip bus</li> <li>○ \$474.65 for Ms. Allison's high priority items</li> </ul> <p>ACTION: Brian motion, Amy seconded, all approved</p> <ul style="list-style-type: none"> <li>● August budget report approved</li> </ul>

#### Specific Business

Item	Notes
Meeting Format	<ul style="list-style-type: none"> <li>● Continue to meet online for now, but can take it month by month</li> </ul>
Elementary Open House (Tuesday, 8/24 5:30-6:30)	<ul style="list-style-type: none"> <li>● Kim and Nell can be there, but might arrive shortly after 5:30</li> <li>● Amy will help with table setup</li> <li>● Ms. Nikki suggested having ride-share info and SET meeting information available in each classroom</li> </ul>
CMAP Open House (Wednesday, 8/25 4-5:30)	<ul style="list-style-type: none"> <li>● 6<sup>th</sup> grade parent open house 4-5:30 on Monday 8/23</li> <li>● 7<sup>th</sup>-8<sup>th</sup> grade open house 4:00-5:30 on Wednesday 8/25</li> <li>● Melissa M is not aware of any COVID related limitations for having SET available onsite</li> <li>● Brian to reach out to Barb to see if she can represent SET as she has CMAP student</li> </ul>
Discuss Fall Event Options	<ul style="list-style-type: none"> <li>● In-person events such as family night at school (indoors) will not be planned at this time</li> <li>● Brian will ask Barb about a possible food truck event again in the fall (outdoor)</li> <li>● Nell suggested driving merchandise order and read-a-thon Amy indicated that she expects a merchandise order in October</li> </ul>
Other Business	<ul style="list-style-type: none"> <li>● N/A</li> </ul>

#### Adjourn

ACTION: Brian motions to adjourn, Nell seconded. 7:22PM