



C3 IAT Meeting
Minutes
March 6, 2014
3:30-5 PM

Attendees: Julia Shepherd, John Martin, Leigh Houser, Francie Dale, Amy Friedman

Not Present: Liz Aybar, Amber Kim, Katie Shaw

I. 3:30-3:45 Public Comment

Nobody attended public comment.

II. 3:45-4 Budget Update

- a. Personnel Selection Committee Update
- b. Facility Update

Budget: Originally we were 180K over budget. We asked for 187K and we received 165K. As a small school, we always need to get additional district funds to support operation of a small school. Includes the following:

- 1.0 visual arts teacher (additional .5)
- .5 music (same)
- .5 dance/PE (same)
- Kindergarten classrooms: each has 4 **hours** of para time
- 3 Stanley British Interns---1 per grade level in grades 1-3
- Math tutoring paras will support 4th grade teachers (two 7 hour paras in 4th grade)
- 4 hour/day tech para (additional 2 hours of tech support)

Only thing we didn't get was an administrative partner in data/instruction/assessment. Julia is hoping to serve as a principal mentor and have a 1.0 principal in training to support. Julia will also pursue teacher leadership funds to support an admin partner.

Personnel Selection Committee Update:

- Members include: Julia Shepherd, Francie Dale, Susan Logan, Karen Chapman, Amanda Rau
- Parent members: Denise Bertagni (Kindergarten and 2nd grade); Kimberly Cunningham (4th grade); Paul Shepherd (1st grade); Brian Kinnear (3rd grade)
- Process underway for two 4th grade teachers.

Facility Update:

Julia met with David Suppes, Chief Operating Officer; Trena Deane, the Executive Director of Facilities; Liz Mendez, from OSRI and the Merrill principal.

The priorities include:

- Immediate Need: playground relief (black top and equipment)
- Future: Exploring possibility of piloting an outdoor environment for the Merrill building (both for Merrill and C3)
- School is working to fundraise for a garden

Enrollment Update:

- Projections: 237 for next year; our goal is to be at 245. We have sufficient kids on the waitlist to enroll 245. The school is confirming enrollment and will invite people from the waitlist in grades where there is capacity.
- 232 applications for 60 spots this year
- Waitlist by grade:
 - K: 50
 - 1: 18
 - 2: 10
 - 3: 6
 - 4: 1

III. 4-4:15 Stars and Wishes Meeting Debriefing

This discussion focused on communication next steps (see below).

IV. 4:15-4:30 Communication Next Steps

The group determined that Amy and Francie would lead next steps as a parent and teacher representative. In April, they will lead an activity with teachers during a staff meeting where they document their communication strategies by grade level. This will include teachers ranking effectiveness of strategies and sharing with their colleagues. The intended outcome will be a set of strategies the teacher recommend be consistent across the school. This feedback will then be shared with parent leadership groups and other parent representatives included in the process. John and Amy will lead this part of the process. It could include a survey to parents on effectiveness of communication strategies sometime this spring.

V. 4:30-4:45 Other Topics