



Special Meeting Agenda

Date: 2020 07 16

FOS Board

President

Nicole Ducar

Vice President

Rodell Knight

Secretary

Jenny McQueen

Treasurer

Amber Kujath

Board Officers

Patty Guzman

School Representative

Student Representative

1. Call to Order

2. General Conversation/Feedback about July 2nd's zoom call with FOS + Teachers

- Introduction letter to STEM families of new board
 - Review survey
 - Dr. McManus is good with reviewing and distributing.
- Introduction letter to STEM teachers of new board
 - Review survey
 - Dr. McManus is good with reviewing and distributing.

3. Agenda items for Nicole to discuss with Dr. McManus on July 14th

- What things can FOS do to help right now?
 - Rug cleaning
 - The issue is that the vendor is no longer an approved CPS vendor, which means Dr. McManus cannot write a check to them to pay their old invoice. She is trying to get them back on the approved vendor list, which means she can then have them back to clean the rugs and pay for it from her reserved account of FOS money. **Can FOS pay them the outstanding \$1893?**
 - Masks
 - If all the kids wear the same mask, she is concerned that they will be hard to keep straight. Therefore, she is good for with having all kids come in their own masks of unique design. She would like to have a reserve supply that we can supply so she has them to hand out to kids who show up without them.
 - Buying supplies
 - This is TBD depending on what CPS provides.
 - Cleaning out rooms in basement for extra classroom space?
 - There is a CPS restriction on how many people can be in the school right now. She will let us know when that restriction is lifted and we can discuss getting the areas cleaned out.
- Are there plans made or being made to address the different scenarios for the school year?

- CPS leadership (principals, etc.) will be virtually meeting for several days next week. Dr. McManus thinks things may become a little clearer by the end of next week. She also said we may know when she knows since it is in the news as soon as it is released. She will circle back with me end of next week or shortly thereafter.
 - Ideas that FOS can work on now:
 - FOS can talk to Alderman about:
 - Closing street during school hours so school can use that space.
 - Painting street to help ensure social distancing.
 - Sending letters to neighborhood residents and businesses to let them know that the streets will be very congested during drop off and pick up.
 - Ask Streets and Sanitation to not do garbage pickups during drop off/pick up times.
 - SmartTVs:
 - SmartTVs are not yet installed but will be by beginning of school year.
 - Dr. McManus said the teachers do know how to use the SmartTVs so a tutorial is not necessary.
 - Dr. McManus will reach out to Mrs. Heytow to find out if the SmartTVs can be used for virtual teaching if some kids are in class and others are at home.
 - Directory question:
 - Dr. McManus said no to the question of making available a directory because it was done before and parents used it inappropriately.
 - Dr. McManus said that there have been instances of hurtful comments being made on some of the STEM social media groups.
 - I expressed my concerns and reasons for wanting a directory:
 - Not a neighborhood school
 - Cannot reach out to parents of other students to arrange social interactions with buddies
 - Cannot reach out to anyone but the teacher during elearning when I have a question, etc.
 - The only other way we have to find each other is through FOS promoting the social media sites and that can be a double edge sword if there are messages of discontent on the sites.
 - I suggested that rules be published with the directory asking parents to use it responsibly.
 - Dr. McManus is going to think about this some more and let me know her decision.
 - Uniforms
 - I did not discuss this yet.
 - Can teachers reach out to their students from last year to invite them to Social Justice Town Hall they are planning?
 - The social justice conversation has been pushed into the school year, not late July.

4. Marketing + Communications + Newsletter

- Revamp website + social media
 - Discuss Facebook Group idea
- Revamp monthly newsletter
- Post Agendas + Minutes

5. Adjournment



July 20, 2020

Hello STEM families!

We hope your family is enjoying your summer break. The FOS board has begun looking forward to next year and would like to take a few minutes to introduce our new board to you. We begin our two-year tenure amid wild days, filled with uncertainty and unrest. What we do know is that we are firm in our commitment to the STEM community, our amazing and diverse student body, and our hard-working teachers and staff.

As a refresher and for the benefit of families who are new to STEM, we have included the below information on who we are and what we do.

Who are Friends of STEM (FOS)?

FOS is a 501(c)3, non-profit organization made up of STEM parents, teachers, and members of the community. We come together for the purpose of supporting STEM Magnet Academy through fundraising, community building and celebrating the diverse experiences found there.

What does Friends of STEM do?

FOS seeks to support the educational, financial, and diverse experiences at STEM Magnet Academy by developing an inclusive and harmonious relationship among school, home, and community. We strive to do this by encouraging and welcoming family involvement through volunteer opportunities and resource support.

How can you become involved with Friends of STEM?

There are many ways to become involved with FOS. In fact, not only do we want your involvement, but we need you. We cannot do what we do without you. It is by pooling our efforts that we can meaningfully contribute to the life of our STEM community, especially in the months ahead as we navigate through circumstances driven by the COVID-19 pandemic.

- Attend a Friends of STEM meeting or event.
- Volunteer your time at a FOS committee or event or as needed to assist the COVID-19 protocols as they are developed.
(Please remember to submit the proper volunteer applications to the STEM office at the beginning of the school year so you are approved by CPS to volunteer at school events.)
- Join FOS's Facebook group ([link here](#)).
- Sign up for our FOS Newsletter to stay in-the-know and how you can help. ([include link](#))
- Find us and like us on social media ([list social media links here](#))
- Support our fundraisers so we can support our school.
- Visit our website at www.friendsofstem.wordpress.com and feed our suggestion box with your awesome ideas for FOS events, activities, or just plain old improvements. We like compliments to grow our spirit. We welcome criticism when it is crafted to help us get better.
- Reach out to FOS via email at friendsofstem@gmail.com

During these summer months, Friends of STEM and the STEM administration and teachers have begun conversations about ways that we can partner to safely return our kids back into classrooms this fall. While these decisions will ultimately be made by the CPS administration, FOS and the STEM team are looking for ways to plan for the varied scenarios that may occur during this next school year.

As the new FOS board begins planning for the 2020-2021 school year, we are asking for your valued input. Not knowing what the next school year will look like yet, we are trying to plan as best we can. We have put together a short survey for parents and guardians of STEM students to complete so we can better understand where STEM families would like to see FOS put our efforts and resources.

Thank you in advance for taking a few minutes to submit your answers to our survey. We so value your input and plan to incorporate your feedback into our planning as much as possible.

Thank you!
FOS Board

President
Nicole Ducar

Vice President
Rodell Knight

Secretary
Jenny McQueen

Treasurer
Amber Kujath

Board Officers
Patty Guzman

School Representative
Vacant

Student Representative
Vacant



STEM Families Survey

1. How would you prefer to receive information from FOS on meetings, events, volunteering opportunities and fundraisers?
 - a. Social Media
 - b. Emailed newsletters
 - c. Paper newsletters sent home with students

2. What social media do you use to stay informed?
 - a. Facebook
 - b. Twitter
 - c. Instagram
 - d. Other _____

3. What types of FOS organized and run events would you attend? (This is in the future, after social distancing restrictions are lifted.) (Check all that apply.)
 - a. Parents Night Out/Mom's Night Out/Dad's Night Out (adults only)
 - b. Friday evening events at STEM (e.g. Movie Night or something similar)
 - c. Weekend event (e.g. Carnival, sporting competition or technology fair, etc.)
 - d. Art Walk in STEM's neighborhood
 - e. Dances (Mom/Son, Dad/Daughter, K-2nd, Middle School)
 - f. Other: _____

4. On which types of events would you like to see FOS focus? (Check all that apply.)
 - a. Community/Class Building
 - b. Social Issues
 - c. Art
 - d. Technology/Engineering
 - e. Cultural + Diversity Celebrations
 - f. 8th grade trip

5. If school is on-line in September:
 - a. Do you have suggestions for what FOS can do to assist our students and teachers navigate remote learning?
 - b. Will at least one parent or responsible guardian be able to stay home (without losing his/her job) with your STEM student(s) and assist with e-learning?

- c. If you are home with your STEM student(s) and able to assist with e-learning, would you be able to host another STEM student at your home during school hours for e-learning?
 - d. Would you be willing to collaborate with other STEM families to have a small group of same-grade students in your home for e-learning a couple days a week?
- 6. If our students are back in the classroom this September, do you have suggestions for what FOS can do to assist our students, teachers and staff navigate social distancing requirements for the STEM community?
- 7. If FOS is needed to provide parent volunteers to assist with COVID-19 related protocols to keep our school open and safe, can FOS contact you to help out?
 - a. Yes
 - i. Prompt for name, cell phone, email address, children's name(s) and grades
 - b. No
- 8. Are you interested in getting more involved with FOS?
 - a. Yes
 - i. Prompt for name, email address, children's name(s) and grades
 - ii. Prompt for some specialized types of volunteer options
 - 1. Help with communications/social media/newsletter
 - 2. Help with events committees
 - 3. Help with school beautification
 - a. Gardens and grounds
 - b. Interior improvements
 - b. No
- 9. Would you like to be added to FOS' newsletter distribution list?
 - a. Yes
 - i. Prompt for name, email address, children's name(s) and grades if hasn't been recorded already on other part of survey
 - b. No
- 10. We love feedback! Please share any comments you would like us to know:



July 20, 2020

Hello STEM teachers!

As we fully roll into summer vacation, Friends of STEM is excited to take a few minutes to introduce our new board to you. We begin our two-year tenure amid wild days, filled with uncertainty and unrest. What we do know is that we are firm in our commitment to the STEM community, our diverse student body, and our hard-working teachers and staff.

As the new FOS board begins planning for the 2020-2021 school year, we want to let you know how much we greatly value the hard work you do with our kids and on behalf of the school. Not knowing what the next school year will look like yet, we are trying to plan as best we can. We have put together a short survey for STEM teachers to complete so we can better understand what we can do to better partner with you during the upcoming school year. We appreciate your input and will use it to guide our efforts as best as we can.

Thank you in advance for taking a few minutes to submit your answers to our short survey. ([link here](#))

Thank you!
FOS Board

President
Nicole Ducar

Vice President
Rodell Knight

Secretary
Jenny McQueen

Treasurer
Amber Kujath

Board Officers
Patty Guzman

School Representative
Vacant

Student Representative
Vacant



STEM Teacher Survey

1. How would you like to receive information from FOS?
 - Email
 - Face-to-face
 - Paper notices in your school mailbox.
 - Other/Suggestion
2. If FOS can stock a room with special supplies for teachers to “check out” for use in their classrooms, what type of inventory could you use? Above what you typically ask for from STEM families, what supplies could you use at the beginning of the year or how much money could you use to sufficiently supply your classroom with incidental supplies?
3. What types of activities would you like to see FOS organize and run that might align with lessons in your classroom?
4. Are you in need of parent volunteers that FOS could organize to assist you in your classroom (for a one-time event or as a recurring event)?
5. We would like to have a teacher representative on our board as liaison between the teaching staff and FOS. Anyone interested? We meet monthly during the school year.
6. FOS would like to discuss the opportunity to do more on our website and/or social media to promote and celebrate the things students are exploring, creating, and achieving in the classroom. Would that be something you would be interested in doing with FOS?
7. FOS welcomes the opportunity to partner with STEM teachers and staff to provide safe avenues for the STEM community to have difficult conversations that current events instigate and inspire. If you have any ideas for what FOS can do to help, please share them with us.
8. FOS welcomes feedback and suggestions. Please feel free to leave a comment here: