

**THE BROOMFIELD BULLETIN**  
**ADMINISTRATION NEWSLETTER**  
**DR. VANESSA EWING**  
**WEEK OF: SEPTEMBER 8TH 2008**



Dear Families,

This week our students were able to enjoy our first school assembly of the year with Beth Epley. Our students always enjoy her songs and stories. Her stories this month focused on our September Core Virtue: Fairness.

Please remember to sign up for a time to meet with your child(ren)'s teacher(s) for our upcoming Individualized Student Learning Plan (ISLP) meetings on the 18<sup>th</sup> and 19<sup>th</sup>. Sign up sheets are at the front office. On those days school ends at 12:00. Children will not eat lunch at school unless they are in extended day. If you are not regularly scheduled for extended day and need those services on our ISLP meeting days, please also sign up for that service at the front office. The daily drop off fee is \$15.

This school year we have had a couple problems related to our parking lot. The front office has received several concerned phone calls regarding children being left unattended in their parents' cars. It is illegal to leave children unattended for even a minute. Due to this legal issue, as well as the safety of all children, we ask families do not do this anymore. If you are having difficulty getting out of the car with other children to tend to, please call the front office for assistance. We have also been having problems with parents parking in the handicapped parking spaces in our parking lot. Please help us follow the law regarding using these spaces and help us show respect to those that use them with disabilities.

With the help of our families, we are thrilled with many new and improved features on our campus. Our garden is now ready for planting with parent volunteers and classrooms, we have beautiful new benches, and we have an additional play structure. Thank you for your contributions to our school community. If you have any questions or concerns during the school year, do not hesitate to call me.

Warm regards, Dr. Vanessa Ewing

**As part of our effort to increase and encourage parent participation and communication, I am going to allocate space in some of the weekly parent newsletters, on an occasional basis, to Michael Greenberg, Broomfield Academy's Director of Operations. This week, he'd like to introduce himself and his role and tell you about some of the projects recently completed and some that are 'in the works.'**

### *Director of Operations*

As Director of Operations, my role is to provide business and operational leadership, direction and oversight that allows the Principal, teachers and school staff to focus on the many aspects of your children's educational experience (e.g. educational leadership, development and implementation of quality academic programs / curriculum, assurance of quality in teaching and learning environments, the provision of educational services, communication with families, etc.).

In particular, I provide the support needed for Broomfield Academy in HR (policies, recruiting/selection, compensation and benefits), marketing (advertising, PR, website), facilities management (vendor and contract management - maintenance, cleaning, landscaping, business machines, utilities, security, telephone, insurance, etc.), communications assistance (writing and editing), risk management, and the coordination of real estate, legal and leasing issues. I am also the liaison between the school and the board of directors. I have been proudly associated with the school for over two years.

As you may know, the previous owners of the school were planning to close the campus in early 2007. Thanks to the commitment of our terrific parents and staff, we were able to keep the school open, operating and growing. Further, we were able to purchase the land under and around our school this year (just 11 weeks ago), lease out the adjacent child care facility, add an additional piece of play equipment for our younger children and begin the process of improving the campus, all while continuing to develop our programs and offerings. Through generous parent involvement and volunteerism, we have also been able to prepare the garden for use in teaching, repaint the map on the blacktop, add new benches and replace the wood on the picnic tables.

There is much work to be done, for sure, and we are moving forward with many, many projects (including improved landscaping and weed control, development of cost estimates to upgrade the pool systems, additional marketing of our programs for increased community awareness, fence and blacktop repairs, etc.). Hopefully, you have seen some of the positive changes in and around the school over the past months. I work on-site at the school two days each week, typically from 9-4. I work the remaining three days of each week from my home office. Please feel free to contact me with any questions, concerns or suggestions you might have. My email address is listed on the school staff pages of our website. Michael

***Extended Day  
Broomfield Academy Newsletter  
Announcements:***

*We had a great week in the extended day doing crafts and homework. Children enjoyed making the **wreath**, and decorating the **stars and flags** with colored rice. Coloring pictures is always a joyful activity with our little friends. Some of the children showed a lot of interest in making the **patriotic bracelet** and many had fun stringing the **patriotic necklace**.*

*Sincerely,  
Priya Srinivasan*

***Parent Announcements:***

*We are spending more time doing the homework in the extended day. Please let us know if you would like us to do even more homework with your child during this time or if you would like to spend some time also working together on homework at home.*

***Upcoming Extended Day Events:***

*Next week's theme will be projects related to **Flowers and Gardens**.*

We will have coloring pages, place mats with pressed flowers, cards, crowns, handprint tulips, and more.

*P.S: If you have toilet **tissue rolls** please leave them in the den for our project next week.*

**PAC Meeting Minutes**

**Attendees:**

Linda Zink, Amyjo Kuster, Beth Perez, Kevin McFarlane, Vanessa Ewing, Seema Leos, Laura Kaplan, Barb Mountain, Cathy Settle, Roger Beilfuss, Cathleen Kendall, Amy Hazlett, Sandi Wagner, Madalaine Rabinowithz, Suzanne Hessler, Holly Anderson

- I. Meeting was called to order
- II. Attendees introduced themselves
- III. Role of the PAC was reviewed
  - a. Forum for communication between parents and staff
  - b. Support of fundraising activities for specific goals to enhance our children's educational experience
  - c. **Action Item:** Beth will distribute electronic copies of the PAC Bylaws
- IV. Reviewed accomplishments of 2007-2008 school year

- a. **Action Item:** Dr. Ewing will work with the teachers to identify additional technology needs.

V. Several suggestions were made regarding how to improve communication at the school

- a. Dr. Ewing reviewed the upcoming email and e-newsletter enhancements that should be launching shortly.
- b. One PAC representative suggested adding a question of the week to the weekly Broomfield Bulletin that could address questions of interest to the broader school community
- c. One PAC representative suggested adding additional morning announcements at drop off for upcoming events.
- d. **Action Item:** Dr. Ewing will work with the Director of Operations, to address families questions and concerns.

VI. **Principals Report:** Dr. Ewing provided the Principal's Report

- a. One PAC representative will investigate a possible option for meal delivery to the school.
- b. Parents are encouraged to come and volunteer during lunch periods this year.
- c. Additional music programs have been added this year
  - i. 5<sup>th</sup> and 6<sup>th</sup> grade students may select instruments to learn to play
  - ii. 3<sup>rd</sup> graders are learning to play the recorder
- d. A sports program will be starting for the older children-more information to follow.
- e. The status of the pool repairs was discussed. Additional information is needed before a final decision can be made. The school administration has been working closely with the City of Broomfield to address the situation.

VII. **Treasurer's Report:** The current balance of the PAC account is \$2110.27

- a. The only outstanding commitment is the monthly fee for Beth Epley.
- b. Parents were reminded that the \$1.00 out of uniform fee goes to the PAC.

VIII. Open Discussion

- a. The role of classroom representatives was discussed.
- b. It was suggested that each class have two representatives and that they coordinate with one another to ensure that there is representation at each PAC meeting.
- c. **Action Item:** Beth will distribute the dates for the 2008-2009 PAC meetings to all classroom representatives.

- d. Attendees discussed the possibility of adding two additional Directors to the Board of Directors. The group discussed the addition of an Events Coordinator and a Volunteer Coordinator.
  - i. **Action Item:** Role descriptions will be created for the two roles and distributed to parents.
  - ii. Two attendees volunteered for the positions and a vote will be held at the next PAC meeting.
- e. There was extensive discussion about the need to identify the goals for the PAC fundraising for the 2008-2009 school year.
  - i. The following goals were suggested (in alphabetical order only)
    - 1. Facilities and playground upgrade
    - 2. Pool repairs
    - 3. Scholarship fund
  - ii. One PAC representative suggested exploring the possibility of a larger fundraising gala. Additional research will be required to better understand issues around the venue and type of event. Some suggestions were made to hold the event at some point in the late winter early spring.
  - iii. One PAC representative suggested researching the grocery coupon program as a fundraiser. **Action Item:** Cathy will go to Target to gather information and provide it to Dr. Ewing and the PAC.
  - iv. **Vote:** The PAC voted not to charge for the school directory as a fundraiser. Dr. Ewing will work with Anica to determine best way to distribute the information.

IX. Meeting adjourned

**Next PAC meeting is scheduled for October 14, 2008 at 6pm in the Den.**

### **School Updates:**

**October 17<sup>th</sup> and 20<sup>th</sup>- Staff Development Days. \*\*\*If parents are interested in childcare for Friday and Monday, please email Anica McFarlane at [amcfarlane@broomfieldacademy.com](mailto:amcfarlane@broomfieldacademy.com) to RSVP.**

### **After Clubs and Programs:**

**Chinese Club:** On Tuesdays after school students may study the Chinese language and culture in more depth. Please contact the front office or Mrs. Li if interested.

**Girl Scouts:** This year our meetings will take place on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month from 3:45-4:45. **Meetings begin in October.** If you need more information, contact Dr. Ewing.

**Broomfield Banner:** Students in grades 2 and up may participate in this student led newspaper. Projects focus on writing short stories, poems, and other writing projects for the month. **This year our meetings will take place on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month from 3:45-4:45.**

Upcoming **Open House** Date: October 14th **from 9-10 a.m. and 5-6 p.m.** If you know of interested families, please have them call the front office at 303 469 6449 to reserve a space.

**Upcoming Events:**

**Thursday and Friday September 18<sup>th</sup> and 19<sup>th</sup>- ISLP Conferences and School Minimal Days.** In September families will sign up with teachers for their first Individual Student Learning Plan conferences. Our school day will be from 8:30-12:00. We will be offering extended day services from noon to 6 p.m.. All sign up sheets for conferences are posted outside the front administration office and technology lab. **Children in extended day will have lunch in the Den at noon when school is dismissed. All children will eat their morning snacks in their classrooms. If you are not enrolled in extended day and need child care for the afternoon of those two days, please sign up outside the front office. The daily drop off fee is \$15.00.**

**Saturday, September 20<sup>th</sup>- Broomfield Days Parade!** Please call the front office if you would like to join us for this fun event or would like to volunteer to help with our school information booth. We will be decorating a float and our school will be a part of the parade. We will also have an information booth sponsored by our PAC (Parent Advisory Council) to share information with the community about our school.

**Broomfield Academy Enrollment Referral Program:** Broomfield Academy families receive a \$500 academic tuition credit\* for each family they refer (and who attend the school for the majority of the academic school year). \*The amount of free tuition earned is spread out over the course of the academic school year.