

# CSC Meeting Agenda

Lowry Elementary  
8001 E. Cedar Ave.  
Denver, CO 80230



*Date:* January 16, 2020 *Time:* 5:30-6:30pm

*Meeting Location:* Lowry Elementary Community Room

## **Members Present:**

Adrienne Nault-Principal, Lindsey Zilverberg-Dean of Culture, Lisa Davis-Parent, Amy Holthus-Pera-Parent, Kelly Pfaff-Parent, Barbara Volpe-Community Member, Amy Morin-Literacy Intervention Teacher, Brittany Haynes-First Grade Teacher, Susan Rayburn-Special Education Teacher, Amanda Encinias-School Secretary

## **Absent Members:**

Merlin Holmes-Parent

## **Additional Attendees:**

Stephanie Thielan-GT Teacher/STL, Jessie Doby-Kindergarten Parent, Sarah Enfeld-Prospective Parent

## **Discussion Items**

1. Call to order, welcome
  - a. Meeting was called to order at 5:30 pm by Lisa Davis
2. Public Input
  - a. Three members of the public were in attendance. None had any issues to bring forward.
3. Approval of minutes from previous meeting
  - a. Barbara Volpe made a motion to approve the minutes. Susan Rayburn seconded the motion. All attendees were in favor of approving the minutes.
4. Unfinished Business Items:
  - a. Ideas for Taqwa Orphanage Partnership
    - i. Technology and summer clothing are the biggest needs from the Orphanage.
      1. Mrs. Walker is in the process of decommissioning the school's outdated technology. This technology will be shipped to Taqwa.
      2. At the end of the year, all of the summer clothing left in Lost and Found is shipped.
      3. Members brainstormed using We are Lowry night as a way to kick off a partnership.
        - a. Amy Morin and Brittany Haynes will bring ideas to the We are Lowry committee.
        - b. Ideas for kickoff include: showing video of orphanage with Library equipment on TV and highlighting clothing drive to come
      4. Should also include a Learning Experience for students.

- a. Penpals, video chatting
- b. Use an assembly/classroom visits with Mr. O as a launch point
- c. Perhaps include a sister garden as well

5. New Business Items:

- a. Budget – CSC’s Role is to advise Principal on budget.

- i. Timeline Overview

1. Budget forms arrived today (1/16) along with guidance manual. Adrienne has not had a chance to open it.
    2. All principals are to have met with CSC to discuss priorities by 1/17.
    3. Adrienne will meet with her Budget Team on 1/28 to present/discuss/approve Lowry’s proposed budget.
    4. Any RIBS (Reduction in Building Staff) will be identified from 1/17-2/10 with RIBS due on 2/13
    5. Budget Assistance requests are due 1/31
    6. Final Budget is due 2/7

- ii. Funding Updates

1. Lowry has been approved to add a Fourth Kindergarten. We consistently have a Choice Waitlist longer than 25 (the size of an additional classroom). DPS Planning has assessed the need/capability to fill this fourth classroom and has approved it. This classroom will be located in Room 106 (Miss Patricia’s current classroom).
        - a. Staff will be conducting a 5-year plan for building use to ensure minimal disruption and movement to new locations over the five-year transition period.
      2. Our projected K-5 enrollment for 2020-2021 is 516 students, up from 492 in 2019-2020. This is a 24 student difference, reflecting the addition of the fourth Kindergarten. They are projecting no overall differences in other grade levels.
      3. Overall giving to the school is down. Donations on Colorado Gives Day were significantly less than in previous years. This money goes into the Aviator Fund, a PTO controlled fund, which has historically been used to supplement staff salaries. While there are still additional opportunities for giving/fundraising, we should be prepared for a lower contribution than in year’s past.
        - a. Discussion occurred as to how the Aviator Fund has been and can be used. It was suggested that the Aviator Fund have a more narrow focus so parents and community are more likely to give. Adrienne reminded us that the Aviator Fund belongs to PTO and any changes to its function must be brought to them.

- iii. Staffing and Budget Priorities

1. Adrienne would like to add an Assistant Principal role next year. This position will be paid for utilizing the funds from the existing TOSA position that is being eliminated due to DPS’ elimination of this program.
        - a. The committee was in favor of this. No dissenting arguments were brought forth.

2. The case load for GT, Social Work, SPED and ELL is significantly increasing next year. This is due to a shifting population at Lowry and because DPS is emphasizing Authentic Identification. Because these students were not identified in the 2019 Fall Count, they are not included in projections for 2020-2021. Because of the way DPS funds these positions, it is unlikely that we will receive additional staffing allocations.
    - a. The committee discussed that ways to support/expand these positions should be explored. Additional Para support was brought up as a possibility.
  3. With our current DPS projection, class sizes will average 27-28 students. Bringing this down to 25 students per class would cost ~\$74,000 per grade level (assuming a 2020-2021 per pupil funding of \$8300 and the elimination of 3 students per classroom).
    - a. The committee felt that yes class sizes are important, but that the financial impact of decreasing them may be too great.
    - b. The committee felt like the support of Paras makes the class size more reasonable and budgeting for additional Paras should be explored. A full time Para costs ~\$25,000.
    - c. Budgeting for the support of Paras during Kindergarten Specials was also brought up, as it is difficult for Specials teachers to do projects without this support.
  4. Concern over the elimination of the TOSA position and its impact on the Para Educator Intern (PEI) program was brought up. The value of these Paras to classroom support and Literacy Intervention has been invaluable. Adrienne feels confident that we will continue to find funding to support this program.
  5. Adrienne feels that current district support of professional development for Math and the strength of the Bridges curriculum means the Math program is well supported. Discussion occurred on the possibility/option of eliminating a Math Intervention position. If need be, this may pose an opportunity for a reduction.
  6. The committee felt that our current Behavioral and Mental Health team (Counselor, Pyschologist, Dean of Culture, PASS Room Para) is still important and should be fully staffed.
    - a. Adrienne asked the question on whether the role of the PASS Room Para could shift to the new AP role. Further discussion is needed specifically on how the PASS Room Para supports teachers and students and whether it is helpful.
    - b. Adrienne also asked the question on whether teachers prefer scheduled Counselor support or impromptu PASS Room Para support. Further discussion among teachers is needed.
- iv. Brainstorming creative ways to implement programming
1. Brief discussion on how to accommodate the need for a 4 Specials Rotation for Kindergarten could be accommodated.
    - a. Library is not an option because the Library Technician is not a certified teacher.
    - b. Staff has previously brought forth the idea of having a social-emotional support Special that was taught by Miss Patricia. This

has been done in the past. The committee felt like this could be a reasonable option.

6. Principal's Report

- a. Due to time limitations, this did not occur. It will be postponed to our next meeting.

7. The meeting concluded at 6:40 pm.

**Action Items:**

1. If committee members have further thoughts on Budget Priorities, they are encouraged to email Adrienne or Lisa with their thoughts.
2. Brittany and Amy will explore possibilities for introducing the Taqwa Orphanage partnership with the We Are Lowry committee.

**Agenda Items for Next Meeting – January 23, 2020:**

1. Adrienne will present proposed budget.
2. Principal's Report – postponed from today's meeting.
3. CSC as ambassadors of Lowry – postponed from today's meeting.

**Upcoming Dates:**

- 1/17 – School Tour
- 1/20 – No School
- 1/23 – CSC Meeting – 5:30-6:30 pm
- 1/24 – School Tour
- 1/25 – Conscious Discipline Family Class, 9-11 am
- 1/30 – We are Lowry! (Multi-Cultural Night), 5:00-6:30 pm
- 1/31 – School Tour
- 2/6 – CSC Meeting/PTO Meeting
- 2/11 - Conscious Discipline Family Class – 5-7 pm
- 2/13-2/17 – No School