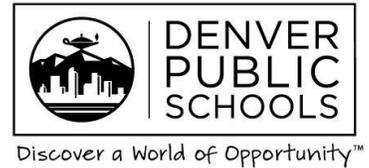


# CSC Meeting Minutes

Lowry Elementary

8001 E. Cedar Ave.  
Denver, CO 80230



*Date:* October 15, 2020 *Time:* 5:00-7:00 pm

*Meeting Location:* Online Zoom Meeting

## **Members Present:**

Adrienne Nault-Principal, Lisa Davis-Parent, Amy Holthus-Pera-Parent, Chanel Harper-Parent, Merlin Holmes-Parent, Barbara Volpe-Community Member, Paul Vranas-Community Member, Amy Morin-Literacy Intervention Teacher, Susan Rayburn-Special Education Teacher

## **Absent Members:**

Zed Jemison-Assistant Principal, Lexi Higgins-1st grade Teacher, Dave Miles-Special Education Teacher, Mahmoud Kharif-Parent

## **Additional Attendees:**

none

## **Discussion Items**

1. Call to order, welcome
  - a. The meeting was called to order at 5:04 pm
2. Public Input
  - a. There were no additional attendees in attendance and no issues brought forth.
3. Approval of minutes from previous meeting
  - a. Merlin Holmes made a motion to approve the minutes. Barbara Volpe seconded the motion. All members present voted in favor of approving the minutes.
4. Principal's Report
  - a. Back to school is going well. It has been nice to have one classroom return at a time. The 30 minute staggered arrival has been going well in the morning and families and students are making great choices and remaining socially distanced. For many people it feels good to be back in the building, but strange to be present together yet separate.
  - b. DPS announced earlier this week that returning to learning will be delayed for secondary schools until at least November 9. There is some anxiety among people in the building over the increasing numbers, but Lowry is doing their best to follow health and safety guidelines. All adult business (meetings, professional development) is being done virtually as a safety precaution.
  - c. DPS released an updated Covid-19 Dashboard this week. In addition to providing the stoplight metrics and Denver cases, the dashboard now includes data on positive cases in DPS. This is scheduled to be updated twice a week.
  - d. Lowry has received 175 desk dividers in the last 48 hours and they are being handed out to teachers. Some of them are opaque on three sides with a small window in the

front to see out of - these will be useful when a student needs a distraction free space (i.e. testing). Others are made of clear plexiglass.

- e. Patricia Vaughan, our school counselor, is seeing an increase in assistance in meeting basic needs amongst our families. She is working with PTO to provide grocery cards. Paul and Barbara will contact her to see how the greater Lowry community and Lowry Foundation can get involved.
- f. As previously reported, our enrollment numbers are about 40 down from our projected enrollment. There have been some of the typical fluctuations in enrollment as families move in and out of our neighborhood, but nothing surprising. We are currently at ~310 in-person learners and ~150 remote learners. Families have been contacting the school to switch learning environments and the administration is doing their best to accommodate the requests. Requests to move from in-person to virtual are easier to make. Moves from remote to in-person require a bit more planning and preparation to ensure that learning cohorts and safe spaces are maintained.

## 5. UIP Status Update and Discussion

- a. Adrienne, Zed and Lisa met with Emily Holmes, a UIP Specialist with the district, this week to discuss the role that a CSC should play in developing a UIP. There is little set in stone to define this role, but the overarching role of the CSC to provide guidance, evaluation and recommendation to the principal should be used.
- b. Our discussions this past spring centered not on the CSC being more involved in developing the UIP, but in ensuring that all other recommendations (budget, safety and discipline, programming changes) be made through the lens of the UIP goals.
- c. Utilizing a visual from the CDE, Lisa provided an overview of the UIP process and the steps that administrative teams go through in identifying the Major Improvement Strategies. She reiterated that UIP Challenges, Root Causes and Improvement Strategies are chosen from a menu of options and schools do not get to create their own.
- d. Adrienne shared her vision for CSC involvement and the team agreed that this was a good approach. At each meeting, Adrienne will provide a summary/progress report on the two big strategies. She will revisit a specific goal, talk about action steps that have been done and share data on how we are progressing towards the goal. CSC will have an opportunity to discuss and ask questions, as well as reflect on the progress. This same format will be followed with SLT.
  - i. Members liked this opportunity for an outside perspective to see where potential failures are occurring and to provide creative ideas.
  - ii. Members felt it was important that we cover the goals prior to budget development so we can truly understand how the two connect.

## 6. Unfinished Business Items:

- a. Black Excellence Plan development timing update
  - i. DPS has been clear that while this is a "must do", they want it to organically and creatively develop from passion and not from compliance. Therefore they are not providing model plans or firm deadlines.
  - ii. Lowry staff is living the plan as it is being drafted, getting it written down as it develops. As such, many of the logistics have already been started.
  - iii. Some of the ideas and action steps that are being drafted include:

1. Identify black excellence as a lens that lives throughout the systems that we already have.
  2. Infusing professional development with culturally competent language.
  3. It is an all-encompassing plan that we are willing to live and grow as part of our individual journey.
  4. The results should show up in daily interactions with students. They should feel connected, build relationships and ultimately achieve success in both academic and social emotional growth.
- iv. There is a group of teachers (One Book One School) that started meeting this summer to organically discuss and understand each person's personal narrative, how it impacts our narrative as educators and to help students develop their own narrative. Their work is providing ideas for schoolwide social emotional learning and sharing different ideas and perspectives with staff.
1. The next meeting is being opened up to the community so that others' cultural narratives can be shared and heard. All are welcome to join in. The meeting will be held on October 28 from 3-4 pm on Google Meet with the meeting code of "obos".
- v. Members discussed and concluded that the best way for CSC to be involved would be to allow an open space to share Lowry systems and perspectives to help gain understanding of the challenges, steps and growth that Lowry is making. As part of this, we will be understanding different perspectives and the impact of systems.

## 7. New Business Items:

### a. Behavior/Discipline Plan changes

- i. Due to Covid, staff has had to make some changes to behavior supports and the discipline plan. It is not that different that the Culture Plan shared with the school last year.
- ii. The first step in the Discipline Plan is prevention. Staff is trying to provide opportunities for students to have access to calming tools that allow them stay in class.
  1. Patricia Vaughan has worked to create a virtual calm room for students to access with links to calming videos and activities online.
  2. The two calm rooms at Lowry are still available for student use and offer an opportunity for students to be by themselves and take a mask break while being supervised through the window.
  3. Many of the staff members have taken/renewed their non-violent crisis intervention (NCI) training this year to help in deescalating situations.
- iii. The second part of the Discipline Plan is systems.
  1. Behavior/Safety plans will continue to be developed as needed with consultation from Social Emotional staff, teacher, student and parents.
  2. Walkie Talkie usage will be even more critical this year.
  3. Staff has discussed how to respond to injuries and illnesses while respecting cohort limitations.
  4. Social Emotional Staff will still be able to support behavior issues in the classroom via a phone call to the office to activate.
- iv. DPS has created some very clear consequences for Covid related safety violations. If a student/family has an outright refusal to comply with Covid

guidelines (mask wearing, mandatory daily health screening, social distancing), they will be put into remote learning.

- v. So far implementation of these items has gone well. The small class sizes have helped.

b. Creating Constituency Groups - teacher/staff, parent, community

- i. Constituency Group Meetings are briefly discussed in the by-laws as a way to communicate information about CSC.
- ii. As far as Adrienne is aware, the only time Constituency Groups have been used is when the school was investigating the change from Lowry Eagles to Lowry Aviators.
- iii. Members discussed that Constituency Group Meetings probably look different for each group. In some instances, it may be utilizing an existing meeting to share information.
  - 1. One of the challenges in meetings is getting engagement, as well as using time wisely. We should be sure to explore "non-white" (email, school deets) ways of getting information out.
  - 2. In addition to communicating information out, it is important to also collect feedback from the group.
- iv. Each individual constituency group representatives will discuss what a good way to share information to their group will be over the next month and we will discuss at the next meeting.
  - 1. Amy Morin has volunteered to explore how students could also be engaged.

8. Other Discussion

- a. Amy Holthus-Pera reminded us that while our budget has worked out for this year, things are not looking as hopeful for next year. If we use all of our budget this year, it could create big problems in the future. She encouraged us to be judicious in spending this year so we have a carry-over for next year. She also encouraged the group to begin thinking outside the box as Adrienne will need lots of creative ideas to make things work in the budget.
- b. The budget documents are scheduled to be released on January 21. Given this timeline, members agreed to hold our second January meeting on January 28. Lisa will send out a meeting invite.

9. Setting of agenda for next meeting

- a. UIP update
- b. Black Excellence Planning update - share some of current systems and perspectives
- c. Constituency Groups - what works for each group?

10. Date for next meeting - November 19, 2020, 5:00-7:00 pm

11. The meeting ended at 6:39 pm.

**Action Items**

- Paul Vranas and Barbara Volpe will reach out to Patricia Vaughan to see how the greater Lowry community can assist with grocery cards and other basic needs.

- Each representative group (teachers, parents, community) will discuss the best method for communicating with their constituency group.

**Upcoming Dates:**

10/16-10/20: Fall Break

10/21: 4th and 5th grade students return

10/27: PTO Meeting, 6:30-7:30 pm

10/28: OBOS Meeting, 3:00-4:00 pm

11/10: PTO Meeting, 6:30-7:30 pm

11/11-11/12: Parent Teacher Conferences

11/19: CSC Meeting, 5:00-7:00 pm