

CSC Meeting Minutes

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



Date: January 23, 2020 *Time:* 5:30-6:30pm

Meeting Location: Lowry Elementary Community Room

Members Present:

Adrienne Nault-Principal, Lisa Davis-Parent, Amy Holthus-Pera-Parent, Merlin Holmes-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:

Lindsey Zilverberg-Dean of Culture, Kelly Pfaff-Parent, Amanda Encinias-School Secretary

Additional Attendees:

AJ Keglovits-Math Intervention Teacher/STL, Emily Weber-Kindergarten and Second Grade Parent

Discussion Items

1. Call to order, welcome
 - a. Meeting was called to order at 5:35 pm by Lisa Davis
2. Public Input
 - a. Two members of the public were in attendance. None had any issues to bring forward.
3. Approval of minutes from previous meeting
 - a. Merlin Holmes made a motion to approve the minutes. Amy Holthus-Pera seconded the motion. All attendees were in favor of approving the minutes.
4. Unfinished Business Items:
 - a. CSC as ambassadors of Lowry
 - i. With lots of gossip being passed around the community, members are encouraged to speak up and to encourage concerned community members to ask school leaders directly rather than allowing misinformation to swirl.
 - b. Collaborating with PTO on Aviator Fund
 - i. Adrienne Nault is meeting with Cari Riedlin, former principal at Lowry and establisher of original Eagle Fund, and will ask for information on history and original goals
 - ii. Amy Morin and Kelli Pfaff will meet with PTO Representatives to learn more about the Aviator Fund and to brainstorm ways that the tradition can evolve.
5. New Business Items:
 - a. Presentation and discussion of proposed Budget
 - i. Adrienne led the group in a Brain Smart Start

1. The school regularly uses Brain Smart Starts at the start of the day or a class.
 2. They are three-fold:
 - a. Unites and connects
 - b. Disengages stress
 - c. Makes a commitment
- ii. Comparison to 2019-2020 budget
1. Due to the increase in teacher salaries as a result of the strike, the addition of the AN Center Program (WINGS) and the addition of a fourth Kindergarten class, the total dollar amount of the budget increased significantly. Even though the budget increased, our purchasing power (ability to fund what was done previously) stayed the same.
 - a. Our projected population will increase by 24 due to the addition of the fourth Kindergarten class.
 - b. Our population from the Fall 2019 pupil count had a higher Free and Reduced Lunch (FLR) than the year before. This may be because the population is shifting or because more people are filling out the necessary forms. This number constantly fluctuates due to students leaving/coming to Lowry. This last week the number was at 54%.
 - i. Title I funding is on a tiered schedule, but begins when the official FRL is 60% or greater. This brings additional money into the school.

| | 2019-2020 | 2020-2021 |
|--|------------------|------------------|
| <i>Budget</i> | \$3,337,559 | \$4,307,155 |
| <i>ECE-5th Pupil Count</i> | 524 | 548 |
| <i>K-5th Pupil Count</i> | 492 | 516 |
| <i>Free and Reduced Lunch</i> | 52% | 56% |
| <i>Direct Certification (Homeless)</i> | 35% | 35% |

2. All of the same positions from 2019-2020 will be funded in 2020-2021 with a few expected changes (no surprises due to funding).
 - a. 2 Positions are being eliminated due to programming changes: 2nd grade HGT classroom is being eliminated to move from self-contained to integrated classroom, TOSA position is being eliminated due to changes in how DPS manages these types of positions.
 - b. A fourth Kindergarten Teacher and Para are being added for the new classroom.

- iii. Proposed staffing/programmatic changes.
1. Addition of 2 Assistant Principals (AP).
 - a. The Dean of Culture position will shift to an AP and another AP will be created with cost savings from the loss of the TOSA position.
 - b. The current recommendation is for one AP for every 300 students. With the addition of the fourth Kindergarten, the school will grow

to ~650 in the next 6 years. By adding 2 AP's now, we are setting ourselves up for sustainability moving forward.

- c. AP's will have a robust skill set similar to a principal and be able to support students from both instructional and behavioral perspectives. They will carry more responsibility in the day-to-day life of the school.
 2. Music Teacher position will move from 0.5 FTE (2.5 days/week) to 0.6 FTE (3 days/week).
 - a. This will allow for a fourth specials rotation for Kindergarten.
 3. A fourth Kindergarten teacher and Para will be added to accommodate the addition of the fourth Kindergarten class.
 - a. Money has been set aside in the non-salary budget for materials and supplies for this classroom.
 4. The Passroom Para position (which is currently vacant) will be eliminated.
 - a. The larger Administrative team will be able to respond to the behavioral issues that the Passroom Para has dealt with in the past.
 - b. This change will eliminate gaps in communication as behavioral issues are addressed directly by administration.
 - c. The Student Support Team will now all be certified positions.
 5. All current classroom teachers are retained as is (with exception of 2nd HGT).
 6. All Intervention Programming (ELD, SPED, GT, Math and Literacy) will be retained at current levels.
 - a. The increase in case loads this year will affect budgeting in 2021-2022.
 - b. ELD: Having 3 teachers and 2 Paras is very lucky. Allows lots of flexibility and the ability to push-in to classrooms.
 - c. GT: DPS funds 0.25, Lowry provides an additional 0.25 to bring up to 0.5. With more funding in 2021-2022, this may increase at that point.
 - d. SPED: Higher case loads are being seen across the district due to authentic identification. Moving towards more push-in services where SPED teachers co-teach with classroom teachers creating more inclusionary support.
 - e. Math and Literacy: 0.6 Math and 1.0 Literacy is more than most schools.
- iv. Impacts on UIP goals and current staffing/programs.
1. Major goal is Social-Emotional based and developing student's ability to emotionally self-regulate.
 - a. A non-negotiable in our efforts towards this is utilizing Conscious Discipline.
 - b. We will work towards shifting Coaching Model more towards Conscious Discipline.
 - c. Conscious Discipline also helps us in our ability to close academic gaps.
 - d. With the shift in a larger Administrative Team, a shift in coaching and a commitment from staff to implement Conscious Discipline,

we should be able to more greatly impact this goal and the trickle down effects on Academic Gap goals.

- v. Outline of shifting roles/responsibilities with staffing.
 1. New Assistant Principals
 - a. New AP's will continue supporting the culture of the school (routines, rituals, behavior management) as the Dean of Culture has, but with 3 administrators, there will be more of an administrative presence at drop-off, pick-up, lunch, and recess. This will hopefully allow more preventative response to behavioral issues rather than a reactive response.
 - b. It is likely that one of the Administrative Team will take direct support of WINGS program
 2. The Senior Leadership Team (SLT) will remain at 6 positions.
 - a. Was 2 Administrator (Principal and Dean of Culture) plus 4 Senior Team Leads (STL).
 - b. Will now be 3 Administrator (Principal and 2 AP) plus 3 Senior Team Leads (STL).
 - i. Same number on team, but with different roles leading the team.
 - ii. STL will remain at .5 STL/.1 Math Intervention, .5 STL/.5 Math Intervention, .5 STL/.5 GT
 - c. Coaching Case Loads for STL will likely remain the same.
 - d. Coaching Case Load for Administrative team is tbd. Possibilities include:
 - i. Grade level focus (K-1, 2-3, 4-5)
 - ii. Subject focus (math and literacy)
 - e. Would like to investigate a change in the model for coaching.
 - i. Currently using the RELAY/LEAP model where observations and feedback meetings occur weekly, with coach as the authority.
 - ii. With a Conscious Discipline approach, coach is part of the team, not necessarily the expert.
 3. The Testing Coordinator role that the TOSA currently has could be moved to either an AP or to a SLT (with a shift to .6 time)
 4. We are currently a Neighborhood School and as such are tied to DPS Systems. In the future, the possibility exists to become an Innovation School.
 - a. This frees us from the "red tape" of DPS systems and allows us to pursue something unique to serve the needs of our students.
 - b. This would create sustainability in our models, ground us in a consistent vision and allow the passion of our teachers to flourish.
- vi. CSC Reaction to Budget and Staffing Changes
 1. There were no dissenting arguments to any of the proposed changes.
 2. CSC wants to ensure that the roles and responsibilities of SLT is strategic and that roles are well-defined (particularly when it comes to those commonly overlooked like assessment coordination and MTSS coordination).

3. CSC recommends that any additional funding we might come by (increased Aviator Fund, increase in Pupil Count funding) be used to increase Para Positions. These can be used in classrooms to alleviate class size or by Intervention Teachers.
6. Principal's Report
 - a. There are several opportunities for Conscious Discipline training coming up.
 - i. Parent Class on 1/25
 - ii. Parent Class with Karen Hickman, our official trainer on 2/11
 - iii. National Workshop for teachers with Karen Hickman on 2/18-2/19
 - b. This is Lowry night is on 1/30. This is a great opportunity to showcase student identity and culture.
 - c. The last Coffee with the Principal on 1/14 had no one in attendance. While no one attended this, Adrienne has had several parents come to her one-on-one, so she feels like parent voice is still being heard. Even though attendance has been low at the Coffees, she will continue to hold them as an opportunity for parents to talk with her.
 - d. The Auction is on 3/7.
7. Setting of agenda for next meeting - February 6, 2020, 5:30-6:30 pm
 - a. Adrienne will be at a Relay Conference and not in attendance.
 - b. Committee members would like to invite Patricia Vaughan to talk about the Homeless Education Network and Conscious Discipline.
8. The meeting adjourned at 6:45 pm.

Upcoming Dates:

- 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/ELA PAC Meeting
- 2/11 – Coffee with the Principal, 8:30 am
- 2/11 - Conscious Discipline Family Class, 5-7 pm
- 2/13-2/17 – No School
- 2/21 – School Tour
- 3/7 - Conscious Discipline Family Class, 9-11 am
- 3/7 – Reach for the Stars Auction and Fundraiser, 6-10 pm
- 3/10 - Coffee with the Principal, 8:30 am
- 3/12 – CSC Meeting, PTO Meeting

NOTE: All agendas are posted publically in a timely fashion on school's website and/or in a highly visible area in the building.