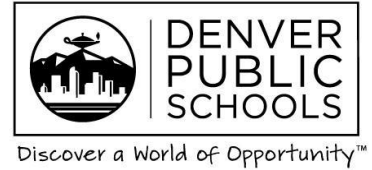


CSC Meeting Minutes

Lowry Elementary

8001 E. Cedar Ave.
Denver, CO 80230



Date: October 10, 2019 *Time:* 5:30-6:30pm

Meeting Location: Lowry Elementary Community Room

Members Present:

Lindsey Zilverberg-Dean of Culture, 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:

Adrienne Nault-Principal, Kelly Pfaff-Parent

Additional Attendees:

Kari Hayes – Parent

Discussion Items

1. Call to order, welcome
 - a. Meeting was called to order at 5:30 pm by Lisa Davis
2. Public Open Forum
 - a. There was discussion about why a student absence auto-dialer would be triggered and what the proper protocol for a tardy student is. There are three morning bells: 8:07 Line Up, 8:10 School Starts, 8:15 Tardy. Any student who arrives after the 8:15 Tardy bell must stop in the office so they can be marked present. Occasionally teachers accidentally mark the wrong student absent (check the box above or below the correct name). If you believe an attendance auto-dialer phone call is incorrect, please call the school office.
 - b. We discussed if there was any praise, questions, concerns, etc. that members have heard "through the grapevine". The only item was that concern over the WINGS program seems to have calmed down, as people are more accustomed to it.
3. Approval of minutes from previous meeting
 - a. Barbara Volpe made a motion to approve the minutes. This was seconded by Susan Rayburn.
4. Principal's Report – presented by Lindsey Zilverberg
 - a. Adrienne is at a RELAY Professional Development in North Carolina
 - b. SPF (School Performance Framework)
 - i. There are two SPF ratings – one from CDE (which is green for 2019) and one from DPS. The DPS rating will be released to the public tomorrow.

- ii. Adrienne has prepared a letter that will be released tomorrow outlining our rating.
- c. Lowry Instructional Plan
 - i. Based off of feedback from parents, the Instructional Leadership Team (ILT) is preparing an Instructional Plan that will highlight instructional processes at Lowry. This will be similar to the Culture Plan.
 - ii. The topic headings off the draft Instructional Plan were reviewed.
 - iii. CSC members felt that the following were additional topics that should be considered for inclusion in the Instructional Plan:
 - 1. Technology and 21st Century Learning: What curriculum/programs are used on computers/iPads, what are typical technology resources within each classroom, how often are they used and what for.
 - 2. Differentiation – what does that mean
 - 3. Clarify what attendance means and what the bells mean.
- d. 10/8/2019 Principal's Coffee Summary
 - i. 6 parents were in attendance.
 - ii. Instructional Plan
 - 1. An overview of the topics that are proposed for inclusion in the Instructional Plan were presented. Parents did not have any proposed changes.
 - iii. School Performance Framework (SPF)
 - 1. The CDE SPF has already been released and we received a green rating.
 - 2. The DPS SPF will be released to the public on Friday. Adrienne will send a letter home with information on our score. The DPS SPF is tied heavily to test scores and a lot of emphasis is placed on equity and closing the opportunity gap for students of color, low income students and English Language Learners. A school must receive a green rating on the Academic Gaps portion in order to receive a green Overall Rating.
 - 3. Several attendees were surprised to learn that Lowry has 56% students of color and 52% participation in the Free and Reduced Lunch program. This number has been climbing for the last several years. Discussion occurred as to how we would be classified as a Title I School if the Free and Reduced Lunch Number went above 60% and how we would receive more federal money to support students should this occur. This is just discussion at this point, as we are still rather far from the 60% mark
 - 4. Lowry uses a Multi Tiered System of Support (MTSS) to ensure that all students are receiving adequate instruction. Tier I support occurs with all students and works for everyone. Tier II support occurs with small groups of students based off of their individual needs. Tier II supports may include small group instruction, leveled groups, Intervention, SPED, GT among others. Tier III supports offer significant supports and is typically beyond what a typical classroom can support. These students are typically on a specialized learning and/or behavior plan.
 - iv. WINGS Program
 - 1. WINGS currently has an open door policy and is able to serve any child who might need some extra support and /or connection. Students who may benefit from the learning in WINGS could potentially join the group

when needed, only with parent permission. This seems to be working well as we have introduced this option for some students and have seen some early success.

v. Parent Questions/Concerns

1. Discussion occurred as to physical incidents that has been witnessed on the playground in the mornings. Paras provide the majority of morning supervision and work closely with Ms. Z on how to provide appropriate supervision and how to deal with issues. As part of Conscious Discipline, students are working to develop self-regulation, but this is a process and no one is perfect. If parents witness issues, they should alert one of the Safe-Keepers (playground supervisors) noted by yellow vests.
2. We discussed who Connect Us was – they are a non-profit who provide their services completely free of charge to Lowry due to grant funding. Connect Us staff is on the playground during recess to facilitate play and help students work through social-emotional issues. They also run an Enrichment and are on site after recess in the afternoons to work with small groups of students.

5. School Tours

- a. All members had a chance to review the tour script prior to the meeting.
- b. CSC members felt that the following topics should be included/elaborated on were:
 - i. SPF – What is SPF and what does a yellow rating mean, Tour Leaders should have talking points to answer questions related to SPF and our rating.
 - ii. A more thorough discussion of what Conscious Discipline is and how it helps in developing social emotional and whole child skills.
 - iii. What safety and security protocols are in place in the event of an emergency?
 - iv. Why do staff members have Walkie Talkies?
 - v. A list of Frequently Asked Questions should be included. A specific ECE and Kinder FAQ should also be developed.
 1. More directed to ECE and Kinder
- c. A link to a sign up to lead tours will be given along with the minutes.

6. UIP Overview and Timeline

- a. The timeline for the UIP development and submission was reviewed. Our UIP is due on February 7. The UIP was started by Adrienne and Lindsey this summer and is being revisited and updated throughout the year in conjunction with our UIP Specialist.
- b. We briefly looked at the development process for the UIP.
 - i. Each school looks at the data surrounding student performance. Gaps and trends in student performance are highlighted.
 - ii. Utilizing this information, the school selects “Priority Performance Challenges” – the main issues that need to be addressed in order to improve the gaps.
 - iii. Then a series of root causes for each Challenge are identified.
 - iv. Finally “Major Improvement Strategies” are developed as a means to address fix the root cause and cause positive change in the Gaps/Challenges.

The Meeting concluded at 5:40 pm

Action Items:

1. Members should sign up to lead School Tours. A link to sign-up will be emailed.

2. Members should review the draft UIP developed to date.

Agenda Items for Next Meeting – November 14, 2019:

1. Overview of the SPF rating
2. Continued review of the UIP and what exactly this looks like in practice.
3. Idea for Future Meeting: Prior to the end of the Calendar year, Lowry will receive a Five Year Plan that includes a enrollment and budget projection, as well as an overview of any potential funding sources that might disappear (grants, PTO, etc.). This information should be presented once it is received in preparation for Budget.

Upcoming Dates:

10/11-10/17 – Avid for Adventure

10/16-10/17 – Fall Conferences

10/18-10/22 – No School

10/25 – Dining for Dollars at Skate City

10/31 – Fall Harvest Parade

11/9 – Conscious Discipline Parent Class - *Composure: Being the Person You Want Children to Become*

11/12 – Coffee with Principal

11/14 – CSC/PTO Meetings

11/18-11/21 – Bookfair

11/21 – Thanksgiving Lunch

11/22-11/29 – No School