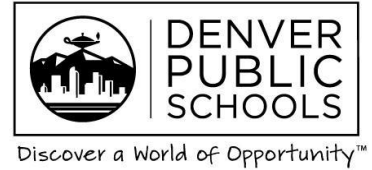


CSC Meeting Minutes

Lowry Elementary

8001 E. Cedar Ave.
Denver, CO 80230



Date: November 14, 2019 *Time:* 5:30-6:30pm

Meeting Location: Lowry Elementary Community Room

Members Present:

Adrienne Nault-Principal, Lisa Davis-Parent, Amy Holthus-Pera-Parent, Kelly Pfaff-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

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 were no additional attendees this month and no open forum took place.
3. Approval of minutes from previous meeting
 - a. Susan Rayburn made a motion to approve the minutes. This was seconded by Merlin Holmes.
4. Principal's Report
 - a. SPF Rating
 - i. Our SPF rating remained at yellow. We are still working on the gaps between underserved audience and their corresponding peers. We are hopeful that with our deliberate intervention and strategies we will close this gap.
 - ii. The English Language Development team received a green, almost blue rating.
 - b. Lunch/Recess Times
 - i. After receiving lots of feedback from students, parents and staff members about lunch time, the Instructional Leadership Team (ILT) has decided to adjust lunch and recess times. Lunch will now be 20 minutes long and recess 25 minutes long.
 - ii. This change will occur as soon as the District is able to come out and change the bell schedule – hopefully after Thanksgiving Break.
 - iii. As originally planned, students will switch which comes first after Winter Break. Grade levels who have recess first currently will have lunch first and vice versa.

- c. Ms. Love's retirement celebration will be on December 6 at 8:30 with a whole school assembly. The ECE wing will be named in honor of her. She is retiring after 35 years as an ECE Para with DPS. She has been at Lowry since 2002.
- d. Library Furniture Donation
 - i. Mr. O worked with DPS to have the old Library furniture shipped to an orphanage in Ghana in the village where he is from. We watched a video from the orphanage expressing their gratitude.
 - ii. Adrienne is planning to share this with DPS Leadership and Communication.
 - iii. Adrienne would like CSC members to brainstorm ideas on how we can form a partnership with the Orphanage. It was suggested that Mr. O come to an upcoming meeting.
- e. Principal's Coffee Review
 - i. Only one parent showed up and Adrienne had a good conversation with her.
- f. Instructional Plan
 - i. This is currently being worked on by ILT and should be ready in January. After the finish, teachers will review the draft.
 - ii. ILT asked for CSC feedback on what grade level specific information should be included. Ideas were field trips, specials schedule and learning goals.
- g. Conscious Discipline Parent Class
 - i. The first class was this past Saturday and was attended by 12 people. Free childcare and breakfast were provided.
 - ii. Families were engaged and seemed to enjoy the content.
 - iii. Adrienne is excited that we are making the connections between what is happening at school and home.
 - iv. Next class is December 14.
- h. Lowry Foundation Silver Ropes Volunteers
 - i. PTO and Adrienne have been working on a more formal partnership with Silver Ropes. Their volunteers will be supporting upcoming events.
 - ii. ILT has identified a need to boost 4th grade math scores. Silver Ropes will be approached as possible tutors for this. These volunteers would be trained and supported by our Math Intervention Team.
- i. HGT Program
 - i. A parent letter is going home tomorrow (11/15) to HGT families reiterating that the self-contained model won't continue next year and what next year will likely look for these students. While specifics won't be known until budget and enrollment is more defined, the strategies to support the HGT students won't change.
- j. Additional Discussion – the following were brought up by CSC members to Adrienne during the evening.
 - i. Why haven't School Community Meetings occurred this year? Staff felt it was too hard to do a school-wide meeting on a Monday morning. Teachers asked to make them more of a celebratory event later in the week and more grade level appropriate. These will likely return after Winter Break as grade level meetings on a Thursday or Friday afternoon with a focus on celebrations and making social/emotional connections.
 - ii. Parents expressed concern about how difficult the new online lunch menu system was to navigate. Adrienne stated that Lowry has no control over this, but would pass on the feedback to Food Services.

5. School Tour Sign-up

- a. CSC members should consider leading tours, particularly during choice time when tours will likely be fuller. A link to the sign-up will be sent again.
- b. An idea of doing Community Tours was brought up as a way to get community members in the door and more familiar with our school. Perhaps these could be student led tours with content tailored to the broader community instead of prospective families.

6. UIP Review

- a. All members have had a chance to review the Draft UIP for 2019-2020.
- b. Adrienne added that student satisfaction will be added as a measure/goal for this year.
- c. The biggest piece in our UIP is how we are addressing the Opportunity Gaps. These strategies include
 - i. Focus on Professional Development – best practices from ELD teachers, more Conscious Discipline training from master instructors. We have the opportunity to hold a CD Institute here next summer, which would allow 10 teachers to attend for free.
 - ii. Co-teaching – specialists are working to push-in to classrooms instead of always pulling out. This allows both the classroom teacher and specialist to be more aware of what is happening with the other and to work as a team.
 - iii. Data Analysis – Specialists are looking at intervention data with teachers more consistently and systematically. They are holding data-driven acceleration meetings, which allows deeper questions into how they can best support student learning. Additionally, data on students is now being carried forward so that intervention can accelerate faster than in previous years. We are moving towards having a body of evidence for each student.
- d. A question came up as to how are we partnering with other schools to learn from them. Currently there are no formal partnerships, but Adrienne does work with her colleagues from previous schools/programs. There are existing learning cohorts out there, but Adrienne is not aware of how to get into one. AJ Keglovits has been a big asset to Lowry because she came from the Central Office and is aware of the resources they offer.

7. Pre Budget planning

- a. Adrienne had her pre-budget planning meeting with our financial partner this week. With the increase in teacher salaries from the Teacher Strike (average salaries went from \$73,000 to \$90,000 (with benefits), the budget is much tighter than it has been. We may be faced with a scenario the we have to look a reduction in force in order for the budget to balance.
- b. Adrienne is considering the following leading into Budget Development:
 - i. Adding a fourth kindergarten class – we have had a waitlist of over 100 for the last several years. This will trickle down into 4 classrooms per grade level one year at a time.
 - ii. We will have some natural reductions based on programming
 1. HGT Teacher will be eliminated.
 2. TOSA role has been eliminated by the district – we received a one-year grace period, but if this position wants to be kept, we need to find alternate funding.

- iii. Adding an Assistant Principal. Most schools our size have one. With the addition of the AN Center Program (WINGS), Adrienne is feeling the need for a second administrator.
- iv. How can we continue to fund 4 SLT positions? The district only pays for 3, we currently have 4.
- c. Adrienne would like CSC members to think creatively about budget in the coming months.
 - i. What does Lowry need that we don't currently have?
 - ii. What do we have too much of?
 - iii. How can we be creative with what we have?
 - 1. How can we make music a part of specials so that it doesn't take away from instructional time?

The Meeting concluded at 5:40 p.m.

Action Items:

1. Members should sign up to lead School Tours. A link to sign-up will be emailed.
2. Members are asked to brainstorm ways that Lowry can partner with the Taqwa Orphanage in Ghana where our library furniture was sent.
3. What creative ideas do you have for our budget?

Agenda Items for Next Meetings:

- December 12, 2019 – Holiday Celebration, Location TBD, Join us for a more informal meeting and celebration.
- January 16, 2019 – Budget Part One: Adrienne will present the budget for discussion and ideas.
- January 23, 2019 – Budget Part Two: After feedback from staff, a final budget will be presented.

Upcoming Dates:

- 11/15 – School Tour
- 11/18-11/21 – Bookfair
- 11/21 – Thanksgiving Lunch
- 11/22-11/29 – No School
- 12/6 – School Tour
- 12/6 – Ms. Love Celebration
- 12/10 – Coffee with Principal
- 12/13 – School Tour
- 12/14 – Conscious Discipline Family Class
- 12/23-1/6 – No School