

# CSC Meeting Minutes

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



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

*Meeting Location:* Online Zoom Meeting

## **Members Present:**

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

## **Absent Members:**

Brittany Haynes-First Grade Teacher

## **Discussion Items**

1. Call to order, welcome
  - a. Meeting was called to order at 5:33 pm by Lisa Davis
2. Public Input
  - a. There were no members of the public in attendance.
3. Approval of minutes from previous meeting
  - a. Susan Rayburn made a motion to approve the minutes. Merlin Holmes seconded the motion. All attendees were in favor of approving the minutes.
4. Principal's Report
  - a. Remote Learning Update
    - i. Lowry has 98% connectivity. Only 5 students have not made contact.
    - ii. Many thanks to Amy Morin and Carrie Richardson for coordinating the technology distribution and to Patricia Vaughn and Heather Mills for taking laptops home and distributing them directly to student's doorsteps.
    - iii. The focus to date has been on connection and social-emotional. The focus for the upcoming week will be giving descriptive feedback to students on lessons, content and tasks. Teachers will also be focusing on intentionality of what posted is "required" and what is above and beyond the requirements (i.e. optional).
    - iv. The focus has been on setting realistic expectations for teachers and therefore students. The minimum expectations for teachers to date are:
      1. One live format class meeting per week.
      2. Having an opportunity for feedback.
      3. Focusing on social-emotional connections, math and literacy.
    - v. Trying to allow families to engage at the level that works for them. This has been a hard message to deliver because not every family is on the same schedule.

- vi. Please remember that we all need patience and grace as everyone works through this new process.
- vii. It was suggested that a school-wide survey might be helpful to determine what is working/not working for families.
- b. Parent Coffee
  - i. This was held this past Wednesday April 15 via Zoom with ~15 parents in attendance virtually. It was a great time to connect with parents and lots of good feedback was received.
  - ii. Minutes were posted on School Deets and on the Lowry website.
  - iii. This will become a weekly event.
- c. Parent Update
  - i. Adrienne will be sending out a weekly update to parents each Friday.
- d. Personnel Update
  - i. We have not had a lot of turnover, all things considered. It always hard to lose staff members, but especially in this time without the opportunity to say goodbye in person and wish well, these departures are harder.
  - ii. We are currently hiring for 2 Assistant Principals, Kindergarten Teacher, 2<sup>nd</sup>/3<sup>rd</sup> grade Literacy Teacher, 2<sup>nd</sup>/3<sup>rd</sup> grade Math Teacher, STEM Teacher, WINGS Teacher
  - iii. Hiring of Teachers will follow the DCTA protocol.
  - iv. Hiring of the two AP's will follow a robust virtual process, being led by Kevin King our Instructional Superintendent and DPS Human Resources. The goal is to have as much transparency as possible.
    - 1. Adrienne has informally interviewed candidates one-on-one already and will narrow the field to 6-8 candidates.
    - 2. These candidates will proceed to a Virtual Interview with the Hiring Committee. The committee represents a broad cross-section of the Lowry Community. The committee will narrow the candidates down to 3-4 finalists.
    - 3. The finalists will have a Final Interview with Kevin King and Adrienne.
- e. Celebrations and End of Year Events
  - i. The entire Lowry Community is mourning the loss of these special events.
  - ii. School Staff have formed a committee to investigate how some of these celebrations and events can proceed in an appropriate manner.
- f. Book Fair
  - i. Nicole Shore, parent and Para, has put together a virtual book fair for families, which will start Monday 4/20.
  - ii. This will provide families with a way to get physical books delivered directly to them while supporting the school.

## 5. Unfinished Business Items:

- a. Aviator Fund Conversation Update
  - i. Due to COVID-19, no progress has been made on this.
  - ii. Given the situation, we should be prepared to discuss alternate ways of utilizing this money if needed.
    - 1. We do not know the impact of releasing all of our Chromebooks to the community. We should be prepared to find financial resources to replace these.

6. New Business Items:

a. Enrollment and staffing updates

i. First round choice numbers are in.

1. We accepted 88 Kindergarten students. This leaves 12 spots for walk-ins this summer. There are currently 12 students on the wait list.
2. Other grades had interest and students were accepted as space allowed.
  - a. 1<sup>st</sup> and 2<sup>nd</sup> – 3-4 students were accepted.
  - b. 3<sup>rd</sup> had 9 students accepted.
  - c. 4<sup>th</sup> had no students accepted (this is already a large class).
  - d. 5<sup>th</sup> had 7 students accepted.

b. Brainstorm ideal qualities and skills of new Assistant Principals and interview questions

i. Adrienne summarized her vision for the Administrative Team

1. All three members are skilled in all areas and able to flex in and out of jobs as needed.
  - a. They should be able to own programming to be supportive of families, students and the community.
  - b. Well-versed in social emotionally learning and practices.
  - c. Team Dynamics – should be lock step in vision, mission, consistency and communication.
2. One AP position will be in charge of the WINGS program – managing the teaching and learning in this program and responding to situations as needed.
  - a. The candidate should have experience with special education processes and with AN programs in particular.
  - b. Ideally they also have experience with MTSS and GT, since these are related.
3. One AP position will be Instructional in nature. They will focus on data-driven instruction and growth in student learning.

ii. CSC members offered suggestions on what will define a good candidate.

1. Adrienne should evaluate her weaknesses and hire candidates with strengths in these areas.
2. Able to respond to data with professional development and MTSS in order to address opportunity gaps.
3. Has a culturally responsive education lens with impactful experience working with students of color.
4. Leadership that reflects the diversity of our student body.
5. Candidate should be able to describe their experience with MTSS as it speaks to an opportunity gap in the role of a leader.
6. Sees students as more than the sum of data points, but as a whole child.

iii. Members offered the following interview questions.

1. How will you build your connection to a new school community?
2. Describe your experiences in leading data-driven coaching and PD in service of the opportunity gap.
3. Describe your experiences in leading data-driven MTSS processes that support accelerated student growth in self-regulation and/or academic achievement.
4. Describe your approach to culturally responsive education.

5. How would you develop capacity in others to teach and lead with equity?

c. 2020-2021 CSC members – nominations and election timeline

i. Parent Members

1. Kelli Pfaff and Merlin Holmes' terms are up this year. Kelli is interested in another term. Merlin has not responded.
2. Lisa Davis and Amy Holthus-Pera have another year to their term. Both are planning on continuing to serve.
3. Lowry Parents will be invited to nominate candidates and elections will occur in early May.
  - a. Paul Vranas, incoming Kindergarten parent, was suggested as a possible candidate. He will be contacted to gauge his interest.

ii. Staff Members

1. Teacher and Classified nominations and elections will take place in August.

iii. Community Members

1. Barbara's Volpe has one more year to her term and is planning on continuing to serve.

d. UIP goals for 2020-2021

- i. Due to COVID-19, DPS has updated the UIP deadlines and pushed them forward.
- ii. Adrienne suggested that we use the Leadership Retreat as an opportunity to evaluate current goals and investigate new ones. The committee agreed this was a good venue.
- iii. It was suggested that a Parent Survey be used to determine their input on UIP goals.

e. School leadership retreat

- i. Adrienne would like to gather members of CSC, the PTO board and ILT together for a discussion centered on mission and vision for the school and the transition from the year to next.
- ii. She is hoping to schedule a virtual retreat in early to mid-May. More details to come.
- iii. Jeff Wine has been approached to facilitate the retreat. He has worked with DPS Senior Leadership before on executive coaching.

7. Setting of agenda for next meeting - May 14, 2020, 5:30-6:30 pm

a. Principal Review

8. The meeting adjourned at 6:38 pm.

### **Upcoming Dates:**

To Be Announced!

Carnival, Field Day and Cotillion have been cancelled

May 7 – Plant Sale Pick Up

May 14 – CSC/PTO Meeting

May 29 – Last Day of School