

# CSC Meeting Minutes

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



*Date:* May 14, 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, Barbara Volpe-Community Member, Brittany Haynes-First Grade Teacher, Amy Morin-Literacy Intervention Teacher, Susan Rayburn-Special Education Teacher, Amanda Encinias-School Secretary

## **Absent Members:**

Merlin Holmes-Parent

## **Additional Attendees:**

Stephanie Thelan-GT Teacher/STL, Emily Weber-Parent/PTO Treasurer, Paul Vranas-Future Parent, 2020-2021 CSC Member

## **Discussion Items**

1. Call to order, welcome
  - a. The Meeting was called to order at 5:34 pm by Lisa Davis
2. Public Input
  - a. Stephanie shared that she is attending as part of her continuing work on equitable access and to gain perspectives on what we can do better.
  - b. Paul shared that the District is currently soliciting feedback from the community on budget and the Reimagining SPF process. He encouraged members to attend the meetings and to submit public comment.
3. Approval of minutes from previous meeting
  - a. Susan Rayburn made a motion to approve the minutes. Amy Holthus-Pera seconded the motion.
4. Principal's Report
  - a. End of Year Student Pick-Up is next week, an exact schedule has been released and will be sent out again.
  - b. Teachers have been in the building in the safest and healthiest way possible to clean out classrooms and collect student belongings. There is a limit on how many people can be in the building at one time.
  - c. The final Virtual Parent Coffee of the school year will happen on 5/20 at 8 am.
    - i. Holding this meeting virtually during this time of Remote Learning has worked well. It has seemed to be helpful and has picked up speed. This may be a viable way to hold Parent Coffees in the future, even when we are back in the building.

- d. Schedule for the remainder of the year:
  - i. May 18-22 is the last week for virtual academic content. Teachers will continue to provide academic feedback as much as possible.
  - ii. May 26 – Virtual Field Day, details will be forthcoming.
  - iii. May 27-29 – End of Year Celebrations will be held virtually in each classroom.
  - iv. 5<sup>th</sup> Grade Continuation will be held May 29.
- e. Because of the unknown and unique nature of our current learning landscape, Adrienne has expanded the School Leadership (SLT, ILT, CSC) to include summer meetings. Teacher elections to these committees are occurring now instead of the typical August election so that teachers can participate.
- f. Budget Updates
  - i. There is a webinar scheduled for Administrators tomorrow in which more information on Covid-19 budget implications will hopefully be shared.
  - ii. Adrienne has been meeting with our Budget Partner. As of now, there are no specific cuts at Lowry. We are in as good of a position as we can be.
    - 1. We have been proactively managing our choice numbers and waitlist to ensure we meet enrollment projections and can retain our projected budget.
    - 2. Our carry forward amount is greater than projected because there have been less costs from not being physically in person.

## 5. Unfinished Business Items:

- a. School Leadership Retreat
  - i. Adrienne is seeking suggestions from this team on timing. Lisa will send out a Doodle Poll to get availability for everyone.
  - ii. Adrienne is seeking out a facilitator who is Zoom Savvy and can actively manage a large Zoom call with breakout rooms, etc.
  - iii. The Leadership Retreat will bring together the Instructional Leadership Team (ILT), Senior Leadership Team (SLT), CSC and PTO. Adrienne wants this to be an opportunity to reaffirm the mission and vision of the school and to address goals for the next school year. She would like these to be co-created and co-owned.
  - iv. The Retreat will spend time on developing the UIP for next year. Adrienne will be meeting with Kevin King, our Instructional Superintendent, next week to begin the UIP process. Part of the UIP development will be looking at our current UIP and the data from this year.
- b. Enrollment and Staffing Updates
  - i. Due to the HR Process, Adrienne is unable to announce the new AP's yet.
  - ii. They are close to hiring a Stem Teacher.
  - iii. There have been no big changes to our enrollment.

## 6. New Business Items:

- a. Parent Member Elections
  - i. Welcome to new members – Chanel Harper and Paul Vranas, returning member – Merlin Holmes.
  - ii. The parent election was held online. Ballots were created in English, Spanish, Arabic and Amharic. We had 44 ballots returned (42 English, 1 Arabic and 1

Amharic). 2 votes were thrown out because the voter was not a parent with a child at Lowry next year.

b. Possibility of Summer Meetings

- i. 8 of the 10 attendees were in favor of summer meetings.
- ii. The meetings will be scheduled to occur after the Summer Leadership Retreats. The first meeting will be the second week in June, the second meeting will be the first week in August.
- iii. Lisa will send out a Doodle to see preferences for timing.

c. Principal Performance Review

- i. Members completed the Principal Performance Review, evaluating Adrienne on her ability in providing leadership to the CSC Process.

7. Setting of agenda for next meeting – June TBD

- a. Lisa will send out a Doodle Poll to determine availability.
- b. We will discuss UIP and planning for next year.

8. The meeting adjourned at 7:25 pm.

**Upcoming Dates:**

May 15 – Staff Parade

May 18-21 – End of Year Student Item Pick-Up

May 19 – Last Virtual Coffee with the Principal

May 26 – Virtual Field Day

May 29 – Last Day of School

August 17 – First Day of School