

CSC Meeting Minutes

Lowry Elementary

8001 E. Cedar Ave.
Denver, CO 80230



Date: September 12, 2019 *Time:* 5:30-6:30pm

Meeting Location: Lowry Elementary Community Room

Members Present:

Adrienne Nault-Principal, Lindsey Zilverberg-Dean of Culture, Lisa Davis-Parent, Amy Holthus-Pera-Parent, Merlin Holmes-Parent, Barbara Volpe-Community Member, Brittany Haynes-First Grade Teacher, Susan Rayburn-Special Education Teacher,

Absent Members:

Kelly Pfaff-Parent, Amy Morin-Literacy Intervention Teacher, Amanda Encinias-School Secretary

Additional Attendees:

none

Discussion Items

1. Call to order, Welcome
 - a. Meeting was called to order at 5:35 pm by Lisa Davis.
2. Public Open Forum
 - a. None this month
3. Discussion:
 - a. Purpose of CSC and our Role as Members
 - i. Lisa Davis shared the "Building Effective CSC's" Powerpoint prepared by the district. The role of the CSC was discussed.
 - ii. Members brainstormed/discussed what a successful meeting looks, feels and sounds like. Ideas included: open conversations, not a presentation, everyone is present and participates, have an open mind and are willing to consider others viewpoints, don't judge, meetings start and end on time.
 - iii. Members brainstormed indicators of success. Ideas included: we have a plan in place for moving forward to improve the school, we believe in our plan and believe it is a good choice for the school, our recommendations are grounded in data (not just a feeling or vibe), Adrienne feels like she has good honest support and input of the committee.
 - b. Meeting Timeline

- i. A general timeline of the year was discussed and what discussion items would happen when. This includes an overview of UIP in October and ongoing updates throughout the year, Budget in January, Enrollement and Staffing in March and the Principal Review in April. Other topics will be discussed as needed.
 - ii. Clarification on the timeline surrounding the UIP was discussed.
- c. School Tours
 - i. CSC members are responsible for leading school tours. It is recognized that staff will be unlikely to lead tours due to the school schedule, but they can help contribute to the script for tours.
 - ii. We will work on the script at next month's meeting.
- d. Principal's Report – Shared by Adrienne Nault.
 - i. The Fall Enrollment Count occurred today. Our projection was 492 K-5 students. Our count came in at 489. The financial impact of this is \$14,535 less than what was budgeted. Because we have a carryover of funds from last year of \$83,605, our actual Fall Adjustment to budget is a positive \$69,073.
 - ii. A quick synopsis of the Culture Plan was shared.
 - iii. An overview of the Conscious Discipline program and its four pillars was shared.
 - iv. The first Parent Coffee occurred on 9/10 with 7-8 parents in attendance. Adrienne received lots of feedback and was able to develop some action steps alongside the parents.
 - 1. The major outcome from this is that the Instructional Leadership Team will be developing a Lowry Instructional Plan to share with families. The Instructional Plan will cover the Instructional Experience from the perspective of students (daily schedules, curriculum, platooning), teachers (Instructional Cycles, Obs/Feedback, Instructional Coaching, Bite Size Action Steps, Backwards Planning, Common Core State Standards) and families (homework, conferences, progress reports).
 - 2. A short survey will be sent out to families to see if there is a better time/place for a second coffee to occur.
 - 3. Moving forward, a summary of Parent Coffees will be shared during CSC and PTO and any outcomes will be shared via the CSC minutes.
 - v. WINGS Program
 - 1. WINGS is the new Affective Needs (AN) program at Lowry. It was moved from Bill Roberts. WINGS stands for When I Need Guidance and Support. It serves 3rd-5th grade students whose behavioral or emotional needs limit their ability to work in a traditional classroom. There are 29 AN centers in the district.
 - 2. The program is funded through the district and is not included in the overall Lowry budget. CSC will not be making any decisions on funding for this program.
 - 3. A huge celebration of the program is the staffing. We have 1 teacher, 3 paras and 1 0.6 (3 days/week) Psychologist.

4. Some challenges of the new program are figuring out the right supports, schedules and structures of the program. Adrienne, the ILT and the WINGS staff is actively working with the district (and receiving support from) on this.
 5. The unexpected aspect of this program are the incredible challenges that these students face due to the trauma in their lives, either past or current and the serious and extraordinary amount of need these students have.
 6. Adrienne stressed that her priority is keeping every child in the building safe. Right now they are taking preventative measures to ensure safety including keeping unoccupied doors locked and replacing/updating fire extinguishers. All students are learning how to support and act when a fellow student is experiencing extreme upset. The District is providing support from their SpEd, Behavioral and Mental Health Teams. There is bond money available to update some of these safety issues.
 7. Adrienne believes that while it is taking a lot of time and energy to get this program fine-tuned, that it will be a phenomenal program.
- vi. CIP Meeting
1. Had the first Continuous Improvement Process meeting today with our Instructional Superintendent – Kevin King.
 2. The UIP goals and Major Improvement Strategies were discussed. The improvement strategies include having all staff and students implement 1. The five steps of self-regulation from Conscious Discipline and 2. The Habits of Discussion.
 3. The next step is to launch into rigorous coaching that is specifically focused on holding all students to high expectations using both cognitive and behavioral engagement as a measure of success.
 4. As part of this, we participated in an Equity Walk last week. During this, a district team does a random sampling of classrooms. In the classroom, they observe teachers to make sure that all students are being called on and engaging in discussion equally, regardless of their diversity status. This can be used to inform our practices and ensure we are reaching all students.

The Meeting concluded at 5:50 p.m.

Action Items:

1. All members are asked to brainstorm ideas on what should be covered in the School Tours.
2. If members have ideas for the Instructional Plan, they can send these to Adrienne.

Agenda Items for Next Meeting – October 10, 2019:

1. Sharing of UIP
2. Develop School Tour script.
3. Instructional Plan
4. Idea for Future Meeting – Invite Patricia Vaughn, Homeless Education Network Counselor at school. Discuss what this program entails and how the allocation and qualification has changed and how it has affected her case load.

Upcoming Dates:

- 9/14 – Community Garden Work Day
- 9/18 – Dining for Dollars at Noodles and Company
- 9/20 – No School for ECE
- 9/26 – Day of Awesomeness
- 9/27 – No School – Teacher Work Day
- 10/8 – Coffee with Principal
- 10/8 – Dining for Dollars at Chipotle
- 10/10 – CSC/PTO
- 10/11-10/17 – Avid for Adventure

Minutes Submitted by Lisa Davis, CSC Chair, September 15, 2019