

Bromwell Elementary - CSC Meeting Notes

Collaborative School Committee Meeting Notes – September 7, 2011

Participants	In attendance?	Y/ N	In attendance?	Y/ N	In attendance?	Y/ N	In attendance?	Y/ N
Parents:	Bernard Candelaria	Y	Priscilla Wolfe	Y	Jeff Sippel	Y	Jeff Andrews	Y
Teachers:	Amy Ford	Y	Katie Dunn	Y	Lauren Nonino	Y	Melissa Zink	Y
Classified:	Sabine Laging	Y						
Community:	TBD	N						
Principal:	Jody Cohn	Y						
Others:	NA							
<i>The CSC includes representation from parents, community, faculty, administrators and classified/paraprofessional staff; meetings are open to the public and posted the school calendars.</i>								

Review of the September Agenda:

- A. **Call to Order, Welcome and Introductions:** welcomed new parent representatives Jeff Sippel and Jeff Andrews; new teacher reps Lauren Nonino and Melissa Zink and Classified (paraprofessional) rep Sabine Laging.
- B. **Review of Prior Meeting Minutes & Assign Meeting Minute-taker for Present Meeting:** NA – starting New Year.
- C. **Review Agenda:** in addition to reviewing the agenda, the group discussed the CSC's purpose and attendees' roles/participation as well as reflected on the accomplishments/challenges of the past in order to consider how to best plan for and be more productive in the upcoming year.
 1. **SIP/SPF:** (School Improvement Plan/School Performance Framework). We have not yet received the results but they are expected to be shared with Jody soon. Should have an update for us at the next meeting.
 2. **CSAP RWM:** (Colorado Student Assessment Program; Reading, Writing & Math). Reviewed the CSAP scores for reading, writing and math (3rd – 5th grades) as well as the results for science (5th grade). Highlights below:
 - a. *Summary* – as compared to the state and Denver district scores, Bromwell is performing quite well (at par or significantly above with high percentage advanced).
 - b. *Math* – Overall, 89% of our students are scoring proficient/advanced. 55% advanced in 3rd grade; will investigate what made it work so well (ask prior teachers what they did). 65% advanced in 4th. 57% advanced in 5th; had a small hit in unsatisfactory and those partially proficient likely due to the change from “number sense” in 3-4th to synthesizing, probability, geometry and estimation curriculum in 5th grade. Plan to look at other similar schools to see what their scores were and when they taught particular units (prior or post the CSAP). Will focus on building math “vocabulary” and use cooperative groups to help our students advance in explanation of the hows/whys of mathematics.
 - c. *Writing* – Overall, 88% of our students were scoring proficient or advanced. However, 3rd graders were 68% proficient and 18% advanced but by 5th we are showing 47% proficient and 45% advanced as improvement. Writing is key area of focus in the school's Unified Improvement Plan (see below).

CSC Purpose & Scope (in brief) per CDE rules & regulations:

- to enhance student achievement and school climate by building relationships, increasing involvement and providing a forum for input to engage the community in collaborative efforts supporting school and District goals.
- to provide input and strategic direction to the school's SIP and mission/vision, which with the school's program design, serves as the strategic plan for the school.
- to provide guidance, use measures/methods of evaluation in order to approve the SIP and the annual budget as well as aid in alignment of staffing/resources.

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- d. *Reading* – Overall, 94% of our students were scoring proficient/advanced. 79% proficient and 12% advanced in 4th grade; targeting this group (now our 5th graders) to move more to advanced and address the gender gap (see more below in UIP).
 - e. *Science* – Overall, 71% scoring proficient/advanced. We are significantly above state and district scores with 49% proficient and 22% advanced but intent to continue making headways.
3. **UIP:** (Unified Improvement Plan). A gap was identified in review of last year's data between boys and girls scores. The school defined a plan to address the gap and the entire staff was on board to make headway and increase boys' achievements especially in the area of reading and writing. Devised a plan for school-wide book study which was implemented during a 14-week period in which selected book/s were discussed within small groups. The power of a teamed staffing approach was evident with 80% of boys and 96% of girls proficient by the end of the reading group pilot. Future aim will be to move students from proficient to advanced. Great results – only one satisfactory in all three grades (3rd – 5th).
- a. Reviewed the action planning worksheet for major improvement strategy #1: "In grade level and vertical teams, identify common academic language, processes for writing to prompt and expectations for students to demonstrate grade level proficiency across all content areas with an emphasis on raising the engagement and performance levels of boys." Jody is working on this year's UIP and will share more detail during our next meeting.
 - b. **PEBC:** (Public Education & Business Coalition). Non-Profit partnership of Colorado educators and business leaders. Staff developers work with schools, supporting educators as they implement research-based best practices in their classrooms. The work is site based and designed to fit the needs of individual schools.
 - c. **LEAP:** (Leading Effective Academic Practice). New teacher performance evaluation system that DPS is mandating schools to by 2013-2014. Bromwell staff has decided to participate in the pilot program this year to enable time to learn the methodology and process. Two of our teachers (Mrs. Davenport and Ms. Kraybill) have agreed to participate in formal training labs to learn the new process; subsequently Jody and those that attended the labs will train other peers. Under this framework teachers are expected to set goals (HIIM described below), demonstrate teaching, and reflect/debrief on outcome.
 - d. **HIIM** (High Impact Instructional Moves). These are the areas in which teachers will set goals. Focus of HIIM for most teachers are a workshop model through the lens of writing and inquiry based science. Many of the teachers' goals/HIIM are in the area of differentiation and will support the gaps in the UIP.
4. **PBIS Survey:** (Positive Behavior Intervention Systems). Reviewed the SET (School-wide Evaluation Tool) school feedback form. Includes feature areas of defined expectations, behavioral expectations taught, on-going system for rewarding behavioral expectations, system for responding to behavioral violations, monitoring and decision-making, management and district level support. Tracks our strengths and next steps. Discussed the DVD of last year's play teachers did to teach on topic of bullying. Plan to provide PBIS survey doc to the SOAR (Safety, Ownership, Achieve, Respect) committee (SOAR is Bromwell's methodology for implementing PBIS). Shared that this year perhaps we can improve upon the rewards making them timelier and enable each teacher to create their own rewards system per

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- classroom that supports/conforms to SOAR principles and uses same/similar verbiage (kindergarten the exception). Other ideas/suggestions: Teller's "organized play" sessions wherein older kids mentor younger ones on how to work through team challenges; cleanliest room award, best table award, and pass trophy around; issue of inclusion/kindness; suggestion of added curriculum focusing on good behavior models, philanthropy, "cultivating a caring Bromwell community."
- D. **Other Items Discussed:** Class size relief is looking good; final numbers coming in October. Parent/teacher conferences being scheduled for two days across two different weeks – will share in Buzz calendar.
- E. **Action Items: Ongoing and New**
- New:
- *Jody* – will provide notebooks and binders for committee members as well as a copy of the CSC's purpose/scope doc created by DPS; will alert committee members of the forthcoming date for Denver Public Schools' CSC training (Jody will be in attendance and all committee members welcome/encouraged to participate); will follow-up on to-dos above in CSAP section.
 - *Priscilla* – meeting minutes; will reach out to Greg on PTA to offer to serve as PTA/CSC cross-attendee thereby providing updates to/between both groups; email Eddie for Community rep contact info.
 - *Jeff A.* – ask Julie to investigate whether the acronym list can be added to the school website.
- F. **Audience Comments: NA** – no additional audience members attending this meeting. Many thanks from the PTA for all of the hard work CSC has been engaging in to address the budget. The PTA has raised about \$85K to date and looking forward to seeing outcome of upcoming auction March 5th.
- G. **Suggested Agenda Items for Next CSC Meeting:** none.
- H. **Next Meeting Date:** scheduled for Wednesday, October 5th @ 3:30 pm.
- I. **Adjournment**

Acronym/Definition List:

Note: This is a living document and should be appended (in alpha-order) with each meeting's minutes.

Classified: Paraprofessional/"Para"

CDE: Colorado Department of Education

CSAP: see TCAP

TCAP: Transitional Colorado Assessment Program. Starting in the spring of 2012, students in the state of Colorado will take the TCAP Colorado Student Assessment Program (formerly referred to as CSAP or Colorado Student Assessment Program).

CSC: Collaborative School Committee

HIIM: High Impact Instructional Moves

LEAP: Leading Effective Academic Practice

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Para: Paraprofessional

PBIS: Positive Behavior Intervention Systems

PEBC: Public Education & Business Coalition

RWM: Reading, Writing & Math

SET: School-wide Evaluation Tool

SIP: see UIP

SOAR: Safety, Ownership, Achieve, Respect. SOAR is Bromwell's methodology for implementing PBIS.

SPF: School Performance Framework

UIP: Unified Improvement Plan (formerly referred to as SIP or School Improvement Plan)

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