

Bromwell Elementary - CSC Meeting Notes

Collaborative School Committee Meeting Notes – October 1, 2014

Participants	In attendance?		In attendance?		In attendance?		In attendance?	
Parents:	Jeffrey Andrews	N	Becky O'Connor	Y	Pam Lawrence	Y	Mathew Perry	Y
Teachers:	Sarah Duran	Y	Andrea Lewis	Y	Jon Hovan	Y	Jessica Hardman	Y
Principal:	Jody Cohn	Y						

A. Call to Order, Welcome and Introductions

B. Review of Prior Meeting Minutes

C. Meeting Items:

Byers Update:

Trouble shooting the heat pump - Byers runs on 28 geothermal water lines beneath the parking lot.

- Water testing

- Looped system

- Project Management has reset the system 5 times, Leadership at Bromwell and DSST have been great at communicating so that they can troubleshoot and fix the issues.

Remaining work:

- Paint

- System training

- Locker room (1-2 weeks)

- No running water in gym

- Jon Hovan has been losing space in gym to equipment and storage, need space back and stuff out to keep kids safe. *Project manager looked at issues immediately after meeting.

- Curtain separation not up yet - was ready to install, but had to reorder as there was a defect... no date yet for replacement

3rd floor hasn't been tiled as the concrete has been slow to cure.

Fence (for grassy play area at NW corner)

- No fence will go there, not in original plans & per fire department that is an emergency assembly area.

- That section is the city of Denver run off area for most of the building; expect it will be pretty marshy

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- 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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*DSST has given us the SE corner to use, that area is shaded and fenced and can turn down the sprinkler schedule now that the grass is established.

Teachers checked in on how recess is working for classrooms, no issues in upper grades. Everyone is adjusting and seems to have enough time and space. Have been challenges with younger grades, Jon has been helping problem solve & provide activities and equipment and has ordered additional equipment.

EMERGENCY RESPONSE AND CRISIS MANAGEMENT PLAN:

Evacuation points:

1. Methodist Church
2. Steele Elementary

Plans cover lockdown, modified lockdown, shelter in place and fire, will start drills with teachers and students and message out to parents when District signs off.

Bromwell Construction Update:

A DPS rep attends these weekly meetings, but Jody attends as well to make sure she and community stay up to date. Will get Powerpoint up on website as they progress. To date, the asbestos abatement is complete, actual construction started on October 1 and entire project is on schedule.

DATA TEAM CYCLE:

With the metrics back to teachers, and the SPF released. Teacher teams are drilling down into the data - as a school we are still kind of on the cusp and want to be more clearly in top zone. Need to work with staff to better message getting the parent survey returned, as it is really silly to lose 4 points just because too few people turn it back to the district. The small (50% last year) response rate also makes it hard to use the data to drive decisions

These teams are also looking closely at strategic planning and progress monitoring every child for academic achievement and growth. Using the Teacher Effectiveness Coach to implement Student Learning Objectives. *Want to have teachers share these out to parents as a checklist.

*Jody will clarify for CSC what "No Scores" are calculated into percentages for purposes of setting UIP (Unified Improvement Plan). Teachers are looking into various trends as data teams to strategize UIP.

Suggestion was made to set up a PTA/CSC parent forum to enable constructive parent input for those who might not look at PTA and CSC as parent reps within the school.

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School Leadership Team (SLT) met with the area School Board Rep, Michael Johnson so he could see our school directly. The SLT is made up of our Principal, Jody Cohn and teacher reps: Melissa Zinc, Sarah Damhof, Sarah Duran, Kate Hutson and Wanda Matt. *1.

CORE VIRTUES PROGRAM:

Staff is working to slowly replace character building to minimize negative discipline. Teachers chose the program as they can easily incorporate it into classrooms via language arts and morning meetings. Based on various literature with diverse characters and situations. Each class reads the book, this month it is "how Baseball Saved Us" and Jody is reading in each class with them, which is followed with discussions throughout the month. At the end of the month a student is peer selected as exemplifying that character trait. Started with Respect and Responsibility. Staff want to help build character and empathy in a way that complements classroom instruction and feels integrated into the day/week/month. End of year celebration to reinforce each of the Core Virtues. You can learn more by googling: Core Virtues: A Literature-Based Program in Character Education.

*1. DPS/SLT Role/Responsibilities:

D. Review data and collaborate in the development of UIP.

Review and collaborate on the design of the school's schedule, including but not limited to:

- student schedule
- teacher Schedule
- professional development plan and schedule within the workday and/or work week
- other operation and professional functions

(e.g., committee meetings, faculty/staff meetings, grade-level meetings, vertical team meetings, departmental meetings, planning with instructional personnel, data teams)

E. SLT shall consider other professional development and teacher obligations when scheduling

F. Next Meeting Date: November 5, 2014 @ 3:30pm

G. Adjourn

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E-mail addresses for CSC members:

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Ongoing 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

TCAP: Transitional Colorado 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

Para: Paraprofessional

PBIS: Positive Behavior Intervention Systems

PEBC: Public Education & Business Coalition

RWM: Reading, Writing & Math

SET: School-wide Evaluation Tool

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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