

Bromwell Elementary - CSC Meeting Notes

Collaborative School Committee Meeting Notes – February 12, 2014

Participants	In attendance?		In attendance?		In attendance?		In attendance?	
Parents:		Y		N		Y	Jeff Andrews	Y
Teachers:		N	Sarah Duran	Y		Y		
Principal:	Jody Cohn	Y						

A. Call to Order, Welcome and Introductions:

Introduction to Keith Murphy, Budget Manager and his job at Bromwell, saves money, provides oversight, makes sure we spend all of the money in non-carryover accounts and works with Jody each year to present and get passage of our budget through DPS.

Innovation Schools Grant - personalized learning through technology. Bromwell passed first screening over 50 schools applied, now they are in the reviewing process and will schedule site visit. Currently we have 8 teachers interested. Involvement is on a voluntary basis, includes classroom and specials (GT) teachers.

Meeting on 26th will be for public comment, presentation of budget.

B. Review of Prior Meeting Minutes

Review of meeting Notes from January: Question: Any indication of kids skipping Kindergarten at Bromwell and coming back in first? Not so far, PTA will do a survey. DPS has prospective kindergartner meeting evening of Feb 20th.

Enrollment number discussed: Bromwell is at 304 rather than the projected 311. We will accept 2 per grade in all except 5th, for first round choice. Union mandate is no more than 35 kids per classroom, staff indicated there is no magic number, tend to run between 25-28. Seem to average 25-30 to maintain programs. Re-enrollment forms went out to everyone. By April/May we will have a clearer picture. Last year we took 6 choice students in Kindergarten and very few in other grades. For 2014/5 we will lose 7 PD students and about 6 siblings – though those spots are available to those families should they choose to stay at Bromwell. Next year we could go to same “late” choice” to backfill kids who leave that we don’t know about in grades other than kindergarten.

Jeff moved to accept minutes, Amy seconded, Minutes approved from last meeting.

Regular meetings are taking place with everyone involved in the transition to Byers. Transitional Advisory Group (TAG) is being formed now, main task is community engagement. Meeting on March 23 at 6:30 to message what the community engagement will look like, specifics of move and how community assists throughout

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- 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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transition. (Amy) schedule for meeting may be Monday after school - waiting for the volunteers to coordinate final schedule.

Goal of budget was to maintain existing staffing and resource configuration. Majority of budget is staffing. Mill levy dollars (restricted and discretionary) = Student Based Budgeting (SBB). Equivalents of restricted mill levy dollars based on Full Time Employee (FTE) salary cost of 1FTE for Arts, .5 FTE for PE, .97 FTE for RTI (math/reading intervention). Of dollars allocated, we have .3 FTE for technology, .40 FTE for GT.

The way DPS budgets staff is on averages. Budget is \$66,168.00 per year, per teacher, not actuals. They do this for all staff on averages not actuals. Instructional costs are all of the tangible supplies, copies amount is based on previous actuals. Need \$314,000 to maintain programming. Paraprofessional hours cost \$172,000. per year.

PEBC v. "coach": is \$21,000. What we currently spend versus a salaried position other schools staff at \$79,000. - This has been a priority of CSC past few years. Teachers (Catherine Witt) feel strongly about it, enormous benefit. Not evaluation based, benefit of seeing everyone in their real environment (kids and teachers). This is professional development in real space and time without pressure of evaluation. Help support colleagues and give them feedback to help them grow.

Plan To Bridge the Gap:

PTA grant covers 3.5 FTE, Jody will request budget assistance from DPS based on the following: Mill levy is a mandate from District, they should cover it not PTA. 5 years ago before SBB, formula allowed for additional funding for smaller schools. To make up for the shortfall, DPS in later years created budget assistance. The Instructional Superintendent has discretion. Have asked and been granted in past, namely 2011. Bromwell doesn't get any other funding - Title I, etc. We are also facing some uncertainties next year because of the move; there are enrollment unknowns and concern about meeting projections.

We've made staff and program cuts in the past. PTA money is consistent over last 3 years. Anticipate challenges, but think the year we return Bromwell will be compelling for higher enrollment. Better use of space in remodel. Neighborhood children have priority and are automatically enrolled. A student enrollment of 304 is the SBB for this budget. While DPS can make us take 35 kids per class, teachers aren't expecting that. Teachers and CSC members feel strongly about keeping Para hours in budget because that is the best way to deal with and alleviate bigger student populations. In the past CSC has focused on meeting expressed concerns of teachers - Paras and Prof

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Development. All agreed that we prefer not to make any further cuts. At upcoming meeting, Jody will make request for budget assistance. Jeff Andrews Q: If we don't get \$ from District are we short \$66k, not quite because there is about a \$15k cushion. If that happens, Jody will start moving dollars around within the budget - from everywhere - to prevent a conversation about \$50 in cuts. Some schools make a temporary cut in Para hours then replace when the fall adjustment creates a backfill. Opening those choice spots may give us some catch up dollars as well.

Q: Is there anything we want to put back in budget... tough with teachers and district relying on PTA to fund at this level. Fall adjustment also sometimes opens up a second round of budget assistance. Last year we took in 6 more kids, and Jody cut where she could without changing programs and staff, to meet budget when the enrollment was lower than projected. Data on the lower enrollment was researched, over the year we had 5 students make out of state moves and 3-4 move to private school.

If we ask for one FTE (budget assistance is requested and awarded on this basis) Jody can also plant the seed that we will ask for more next year because PTA funding extraordinary and difficult to sustain, especially when there are so many unknowns forced on us between move, closing PD and transitions. Diane is well aware of the PD challenge to our community. Decision was made strictly made for benefit of PD kids.

Public Comment: Vi Lew asked about role of Transitional Advisory Group (TAG). Their focus is just to orchestrate the move, communication and on community cohesion - not a vision committee. Currently the CSC has part of that role to develop mission/vision, and now Jeff Wein also works on vision with the staff. Vision is from Staff first as they have to own it so they feel comfortable with it and not that it is mandated. Now teachers are focused on Differentiation and Collaboration.

As of now, we are not expecting any turnover for next year - Intent to Return was 100%

Plan is to present the budget to the community on the 26th, will not necessarily have an answer on whether we are granted budgetary assistance or not at that time.

C. Next Meeting Date: February 26, 2014 @ 6:30pm

D. Adjournment

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E-mail listing 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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