

**Cory Elementary School
CSC Meeting Minutes
September 3, 2015**

Members in Attendance:

Teachers: Brendan Doyle – 1st, Patty Kozma – 2nd, Lauren Vertrees – 3rd, Rainy LaVenture – 4th/5th, Dawn Miller –Specials, Library & Technology

Parents: Dana Kang, Sam Sturhahn, Sue Weisenburger

Community Representative: David Fowler

Principal: Jennifer Harris

Others in attendance:

4:00 Overview of CSC Roles and Responsibilities.

- a. CSC Handbook, CSC/SLT Roles
- b. Confirmation of Positions – Co-Chair, Secretary
- c. Goal-setting, Calendar and Topics
- d. CSC training – what might be needed

Discussion / Conclusion & Action Items

a. CSC Handbook

The CSC Handbook states the number of parent representatives should be one greater than the number in the next highest group. There are currently 4 parents and 4 **grade-level** teachers, and therefore the number of parents is low. Jen stated it is important to her that there is grade level representation and would like to maintain the number of teachers. ***Required action is to put in a request for another CSC parent member, preferably a 1st grade parent.***

By-laws are required to be developed by the CSC. The CSC does not currently have by-laws in place but there is a template for by-laws in the CSC handbook. Sam is proposing that we develop a mission statement for the October meeting. ***Action is for Sam to develop a first draft of the mission statement and issue to the committee for review. A second action is for all members to review and provide input on the template by-laws with the end goal of developing formal CSC by-laws.***

b. Confirmation of Positions

Co-Chairs: Sam Sturhahn and Dana Kang

Secretary: Sue Weisenburger

Member at Large: Christian Schmidt.

c. Goal-setting, Calendar and Topics

Sam will send a schedule around for the future meetings. Key goal is to make it more open to public so that they can see the topics.

d. CSC training

There is an acronym list called the “DEAL” aka Denver extensive acronym list. The DEAL will be saved onto the CSC GD.

Another document with which CSC members should become familiar is Cory’s Unified Improvement Plan (UIP). Cory’s most recent UIP is saved in the CSC GD, and can also be found on the State of Colorado website (see <http://www.cde.state.co.us/schoolview/performance>).

4:15 Updates – Committees & Leadership Huddle

- a. Committees – Personnel, Safety, ELA PAC
- b. Leadership Huddle report (SLT/ILT, PTA, CSC): Community Resources, Penny Harvest

Discussion / Conclusion & Action Items

a. Committees

Personnel committee update: The committee is fully staffed. No hiring currently required.

Safety committee update: updates are in the Parent Post dated 9/3/15.

ELA PAC: Jan Struharik kicked off in May. Plans to have a meeting once a semester with ELA parents to give feedback to school.

b. Leadership Huddle report (SLT/ILT, PTA, CSC): Community Resources, Penny Harvest

Leadership huddle – the leadership huddle with representatives from the School Leadership Team (SLT) and the PTA occurred in August. The team completed the following:

- discussed the roles and differences between the SLT, PTA and CSC.
- established the school year calendar.
- discussed the plan for charitable organizations for the school year. The SLT voted to go ahead with Penny Harvest (a philanthropic organization). Penny Harvest is a way to consolidate fund raising for external organizations. It lets Cory students choose the organizations that the school does fund raising for (jump rope for heart, etc). It is not intended to replace internal fund raising to benefit Cory Elementary. Information on Penny Harvest will be going home in the Parent Post.
- Discussed a proposal to work with Community Resources - Community Resources is an organization that provides support to schools within DPS. Information on the organization is in the office. The SLT submitted a request to the PTA to get a membership with Community Resources for a speaker series and for 3 family nights. CSC will back the approval once the PTA has reviewed and approved the request. Sam has asked that parents are informed about the benefits

of using Community Resources and that it is not a change in program but an enhancement in services. SLT is considering using Community Resources for the science night. The other two nights would be decided by the SLT and CSC (for example the math and/or literacy nights). Teachers would still attend and be represented at the family nights.

4:30 Principal Updates

- a. Differentiated Roles
- b. Flexibility Model

Discussion / Conclusion & Action Items

a. Differentiated Roles

The goal of the superintendent is to ensure leadership is divided up across staff at a 1:5 ratio. It is mandatory that Cory participate in the Differentiated Roles program next year. Training and program design will start next month. It will be necessary for the supervisory teachers to act in a part-time teacher role and a part-time leadership role. These teachers will observe classrooms, and provide coaching and professional development to their peers. **Action is that this new program will need to be addressed during budget time. Additional teaching staff will need to be hired. There is funding but it is not 100%. DPS provides a team that will support the teachers to design the program and will help with developing the budget to support the program.**

b. Flexibility Model

A copy of the Flexibility Model FAQs are on the google drive. The Superintendent's goal is to provide each school with flexibility in picking curriculum. Jen stated the flexibility model is a great opportunity to figure out what curriculum is best for Cory. Cory can choose to opt in or opt out. By opting in, Cory is able to use the resources and curriculum from DPS. By opting out, Cory would be responsible for getting the curriculum resources and the budget to get those resources. **All grades have adopted EngageNY for math. 4th and 5th grades have elected to use EngageNY for Literacy. Engage NY's Literacy curriculum is an expeditionary learning-type curriculum. Grades 1 to 3's new literacy curriculum is Benchmark Advance. It's a national pilot program that is aligned with the Common Core State Standards, and for which DPS pays for training.**

5:00 Family Engagement

- a. Family Engagement Standards goal-setting
- b. Spring Forum results
- c. Parent Satisfaction Survey results

Discussion / Conclusion & Action Items

a. and c. Family Engagement and Parent Survey Results

Cory's 2014-2015 parent satisfaction survey results, and the CSC action items ensuing from the 2013-14 are located on the CSC google drive. The CSC will need to assess district family engagement standards and come up with goals for the year . The goals should be based on the results from the satisfaction survey. ***Jen proposes that we individually evaluate the survey results and propose actions for goal setting. These would be discussed collectively in the next meeting.***

A suggestion was made to provide Ducks or other student-oriented incentive for survey completion to help get better participation.

b. Spring Forum results

The spring forum was held during field day. Having the forum as part of field day was not very successful as many people did not know what the CSC table was for or that it was there.

5:30 Next Meeting: Oct. 1

- a. Unified Improvement Plan
- b. Fall Forum - Topics that have to be presented: School Performance Conversations (by October 31) and Academic Standards Sessions (within the first 60 days)

Discussion / Conclusion & Action Items

a. UIP

Schools will not have an SPF rating this year as test results from last year will not come in until March. Instead the district will provide data to use for the school's UIP.

b. Fall Forum

Academics standards night is a new family night and is required. Jen is proposing to have the standards night the same night as the fall forum. The family forum topics are to be decided. ***Action to informally survey what parents and community members would want to discuss and what would motivate them to attend.***

5:45 Community feedback

- a. Parents
- b. Teachers
- c. Community members (questions)

Discussion / Conclusion & Action Items

There has been some concern raised amongst parents that the new literacy curriculum has less creative writing and less emphasis on creative arts. Rainy stated that for 4th/5th grade they are working to find ways to build creative writing in. Dana asked that more information be provided to parents on the curriculum. **Action item is that Jen will update the website with the curriculum information. Rainy and Patty suggested every grade could issue an informational letter outlining the new curriculum with a summary of the changes and benefits. Dana suggested the letter should also explain how any gaps will be filled in. Jen will explain the curriculum**

from the school level. Teachers will explain the actual changes. Jen will provide first write up and teachers will fill in the grade level information.

6:00 Adjourn