

## **Hamilton Middle School CSC Meeting Notes -- September 18, 2018 Time: 5 - 6:30**

**Location: Hamilton Conference Room**

**Present:** Dr. Christian Sawyer, Martha Gomez, Trista Fussner, Natasha Forrest, Heather Wilson, Candace Lewis, Carolyn Leahy, Robyn DiFalco

**Absent:** Shelley Stancer

### **Agenda:**

#### **Welcome & Gratitude Cards**

- Introductions
- Candace will continue as chair
- Gratitude cards were written and discussed

#### **Establishing Norms & Meeting Roles**

Norms: Scholars are our compass, share the air, presume positive intent, 24-hour rule, begin & end on time, No monopoly of expertise, When we get stuck the team needs to be free to “put a pin in it” and move on, Focus on solutions

Roles: Observer - Trista

Secretary - Leahy

Timekeeper - Forrest

#### **The Role of the CSC**

Mission Statement (draft): Our mission is to create an environment for our community in which the educational, social, and emotional needs of ALL Hamilton students are successfully served. This is accomplished by being proactive and equity-minded in addressing these needs and creating solutions. We work together to provide for the short- and long-term direction and provide critical feedback from parent, staff, and community perspectives.

Suggestions captured by Sawyer. Will lead to revised MS for next meeting.

#### **CSC Duties:**

UIP

Staffing Allocations

Annual School Budget

Calendar and/or Schedule

Academic Issues (including related policies and procedures)

Recruiting and marketing

#### **CSC will not:**

Participate in the day to day operations of the school

Participate in specific personnel decisions or issues

#### **Roles & responsibilities:**

- Chair - in charge of keeping order each meeting and enforcing norms, meets with Christian as needed. Candace Lewis continuing
- Secretary - Robyn DiFalco volunteered

Decision making process: consensus, sharing by “fist of five” method, all walk out of the room in consensus that we are behind the decision.

#### **Budget collaboration**

#### Statutory Guidance / Budget Overview:

- HMS is 41 students below budget projection from last Dec.
- This means we must reduce our budget by nearly \$140,000 this week
- Dr. Sawyer & budget partner have already reduced all “non-salary” budgets to lowest amounts we can
- This means we must reduce personnel by \$80,000
- Because we have more students with IEP than anticipated from budget projections, we have applied for extra SPED funding for this.

#### Budget Constraints:

- We must protect our classroom teaching positions
- We cannot reduce teacher leadership roles and meet budget requirement. Funding comes separately from district.
- We need to increase SPED staffing - budget assistance has been requested
- Leadership will present areas expected to have least impact.
- Budget assistance will be announced Thursday am

*[Notetaker changed from Leahy to DiFalco at this point]*

**Dr. Sawyer presented a slide with figures and options for consideration. Discussion followed.**

#### **Prioritization exercise:**

- After members placed their “post-it votes” on the board. The “votes” were nearly unanimous.
- The decision was made to look into staffing reductions in several areas including IB Coordinator, school nurse and other potential areas, pending additional information from the district:
- Brief discussion to affirm what is most important in these decisions. What if district doesn’t agree?
- Further discussion about how to address these gaps will happen after the district weighs in and we learn more about other funding availability.

#### **Staffing Update:**

- 8th Grade Social Studies -- past teacher went on maternity leave, then decided not to come back; just hired a new candidate we’re very excited about
- 8th grade science -- candidates considered did not meet our qualifications (10 candidates resigned districtwide so this is part of a larger dilemma) -- next steps: we’re partnered with DPS, we’re first on the list for a qualified candidate
- Long Term Sub for Drama - Nyhus is on FMLA at this time, we had a long-term sub but that fell through. Doing what we can to resolve this situation ASAP.

#### **Next Meeting Action Items & Dates**

- Dr Sawyer suggests “Third Ways” on the agenda for next meeting
- Data dive into UIP (Unified Improvement Plan)
- Next meeting: October 9th at 5pm (Second Tuesday of each month)

**Adjourned at 6:36pm**