

# CSC Meeting Notes — Hamilton Middle School

**Date:** September 10, 2019

**Time:** 5:30-7:00 pm

**Location:** Hamilton Conference Room

**Present:** Dr. Christian Sawyer, Trista Fussner, Heather Wilson, Carolyn Leahy, Robyn DiFalco, Natasha Forrest, Martha Gomez, Nilka Kentish, Melissa Megliola

**Absent:** none

## AGENDA

### Welcome & Gratitude Cards

- Introductions of all CSC members; each member shared a bit about themselves and why being involved with CSC is important to them.

### Principal Updates

- Strong start to our new year!
- Teal Week trainings (week before school started) & 6th Grade Academy
- Trauma-informed teaching
- New Schedule, change in start time, Breakfast Club, so many positive shifts; also challenges like Transportation. Community lunch model is a big improvement.
- Student Schedules - relatively flawless!
- Current Focus & Progress - consistency throughout all classes, established culture
- Husky PACK lessons -- social emotional learning
- Academic Zone (for students who are off track academically, help during lunch), Lunch Renewal (not detention; a place to "renew" and get back on track), MTSS - Multi-tiered Systems of Support
- Near Future Steps:
  - Culturally Responsive Teaching and the Brain (book) how we can be equitable in our instruction
  - Belongingness - every student has a touch point to feel they belong (Dance, Choir, Tech Club, African American, and more)

### Establishing Norms & Meeting Roles

- Scholars are our Compass
- Share the Air
- Presume Positive Intent
- 24-hour rule
- Begin & end on time
- No monopoly expertise
- When we get stuck, the team needs to be free to "put a pin in it" and move on
- Focus on solutions
- New addition: Share the load

### The Role of the CSC & Mission Statement

- Review the Unified Improvement Plan (UIP)
- Staffing Allocations
- Annual School Budget
- Calendar and/or Schedule
- Academic Issues
- Recruiting & Marketing

### *The CSC will not*

- Participate in the day-to-day operations of the school (that's the SLT, the elected teachers)
- Be involved in issues relating to individuals (staff, students, parents)

- Be involved in personnel issues

### **Roles:**

- Observer: Heather Wilson
- Timekeeper: Trista Fusner

### **Hamilton CSC Mission Statement Pre-Draft**

Our mission is to support and develop 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, transparent, and equity-minded in identifying, discussing, and 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.

#### ***Discussion:***

- Affirmation of the term "proactive" -- so important to do this rather than be reactive.
- Doesn't mention the Recruiting & Marketing piece of CSC's role; we expressed last year willingness to help and do work as members to help the school
- How are we planning to get feedback from our community

### **Budget collaboration**

- Statutory Guidance: "Provide guidance, evaluation, and recommendations to the Principal and/or the Instructional Superintendent as to the following:
  - Priorities for
- Budget Overview:
  - Hamilton is 1 students below budget projection from last December
  - This means we must reduce our budget by approximately 60K. There is carryforward from last year. However, we did bring people back from retirement which is costly.
  - My budget partner and I have gone in and reduced all "non-salary" budgets to lowest amounts we can find
  - To balance the budget for this year, we must reduce personnel by \$50K
  - There is no area to cut with classroom teaching that will not cause a violation of our Master Agreement with DCTA.
- Budget Decision Constraints
  - We must protect our classroom teaching positions
  - We cannot reduce teacher leadership roles and meet our budget requirement. The funds granted to us for each position would have to be sent back to the central office
  - Christian will present areas he and his admin analyzed that could have least impact on students and services to families - and still run the school
  - Budget assistance decisions... (*missed the details here*)
- Guidance Protocol
  - Christian will review areas that can be considered for reduction
  - CSC members will have open conversation about
- Scenario 1 vs Scenario 2 - presented on screen
- Discussion: questions about office staffing levels; question about last year budget adjustments -- didn't we go from 3 restorative positions down to 2 and now we're considering only 1; we cut the nurse to keep the restorative position last year but now we've had a year to see how that impacts our community.
- Previously we didn't have a full MTSS person, only part time.
- Now we have more work on our Deans' plates.
- One of the role of the nurse is to be a 504 coordinator (part of IEP team). We're already feeling understaffed in our SPED team and this helps support that team as well.
- Budget Assistance request -- how many other middle schools got it last year? We did last year.

- One person voiced the biggest concern is the SAL share with another middle school. Won't we be doing testing all at the same time? Benefit is one person familiar with middle school testing and not familiar with two different levels;
- Concluded with a "fist-to-five" vote which indicated that all members could live with either of the scenarios. One member abstained because of being directly affected by one of the scenarios.

### **Initial look at CMAS Growth**

- MGP = Median Growth Percentile (Statewide growth is "50 MGP")
- This year we grew in Math compared to last year! This is what we were working to achieve!
- ELL went from 41 to 56 which is great
- Students with disabilities
- The bad news is in literacy we declined. Very hard news for us; we worked so hard; all signs were pointing to an increase (interim results, etc.) But in literacy, that was hard.
- Looking at all the ancillary factors including Bomb Cyclone, safety day, two tests in one day
- Next time we will dig into our UIP & SPF at our next meeting

### **Consider Chair for CSC this year**

- The Chair is a "thought-partner" with the Principal
- Facilitating, moving us through the topics
- Nominations?
- Also meet with Principal monthly, also do the review at the end of the year
- Nilka nominated, Heather nominated.
- Secret vote by paper ballot resulted in Heather Wilson being selected as Chair, with Nilka as close second. Nilka was asked to serve as Vice Chair. Both accepted their role

### **Public Participation at CSC**

- Topic presented by Carolyn. Reviewed options that were discussed last year including having some "open time" at beginning or end of the meeting, having one big public meeting when we welcome the public to attend and hear a "state of the school" presentation, also had idea of "comment cards" online.
- Agreed to promote agenda topics in advance in Heads up Hamilton, Also to have an email address posted for input/comments/questions: Email to go to Heather as new chair.

### **Observer's Reflections**

- We really heard from everyone but I would have liked to hear more from some members who didn't speak up much and from our new people.

### **Adjourned at 7:04 pm**

***Next Meeting: Tuesday, October 8***