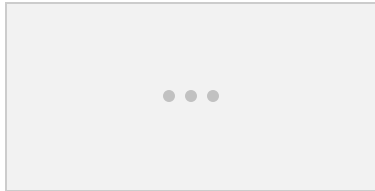


CSC Minutes



Denver Center for International Studies
DCIS
574 West 6th Avenue
Denver, CO 80204

2015-2016

Date: September 17, 2015

Time: 4:30pm – 6:30pm

Committee Members: *(Please see the CSC meeting sign-in sheet for the attendee list)*

Jane Lineman, Adam Reiter, Sonia Burnns, Anpa'o Locke, Camilla Green, Vivian Masket, Eli Masket, Theresa Mccorquodale, Melanie Grant, Omar Flores, Jason Sand, Tanya Tribelhorn

Guest: Sean Precious (Instructional Superintendent), ,Karen Mortimer (PTSA), Kristie Hagar (PTSA)

Not in Attendance: Caroline Kerswell, Karen Herbert

Main Agenda Topics:

- CSC Training
- Updates from RIBBED position
- UIP review and discussion

Public Input: No comment

Discussion:

- Updates from RIBBED position
 - Theresa reported that we don't have to RIB anyone - prior to knowing this, the personnel committee had completed the interview process - Theresa was notified that DCIS is receiving budget assistance for 1 FTE
 - There was a question about the a previous concern that our budget was not balancing and allowing for day to day function money - the question posed was

without the RIB position, do we still have the concern for day to day function money? - feedback indicated that we do have a cushion that will help us function (approx. \$24, 000)

- As budget assistance is a one time gift - we are balanced for the current year; however, the number of staff vs students will need to be considered for next year's budget
- For next budget meeting - we will re-look at the staff as a whole - the current decision to RIB an AA position will not stand as a first RIB if needed in the future
- There was a rumor that all AA positions will be discontinued next year - this is still a rumor and has not been confirmed
- Additional discussion of how our enrollment and retention numbers as related to the school of choice process impacts our budget took place. Student Board of Education Reps were encouraged to bring this concern to the school board with a request that the deadline occurs earlier to help make the process friendlier for school staffing and budgeting processes - proposed date to move to earlier in August - it would also be helpful to have data on what kids have opted for us for 1st, 2nd, and 3rd choice to help gauge a soft number versus hard number based on commitment - consider for a future agenda item
- CSC Training (norms & procedures)
 - Approval of minutes - CSC agreed that following 48 hours after a meeting, all members will provide feedback - when in agreement, minutes will be sent out with the understanding that public input will be addressed by the next meeting - good effort will be put forth to make information transparent in a timely manner - at the following meeting, agenda items based on public input may be generated for a future meeting
 - Proposed to do a roll call - preference to maintain a hard copy of sign in sheets - Tanya has agreed to maintain a folder with the sign in sheet
 - Request for membership info to be updated on website
 - Request for minutes to be updated on website
 - Discussed options for collecting public input - CSC agreed that public input is limited to 10-min total, each person is encouraged to not go beyond 2-min - extra time may be approved depending on the topic of conversation
 - Collaborative School Committee (CSC) 2014-2015 District Handbook - copies provided
 - DPS CSC PPT shared visually (PowerPoint to be posted on website) - talked through example scenarios
- UIP Review
 - Theresa will send out the due dates
 - Theresa will send out a copy of the UIP to the group
 - We do not have a lot of data to help guide our changes/modifications to the UIP - it is proposed to table this topic until October
 - Discussed ways to gather data that CSC can review - preference is for teachers not be asked to gather data that has already been submitted - explore access

through principal portal - explore assistance from DoTS when given parameters for data requests - however, if teachers opted out of a type of data that is submitted to the district, administration may request a summary of those dept-developed interim exams - data may be requested based on SLOs or classroom-based assessment scores

- Informal visual review of UIP (selected pages)

Action Items:

- Update minutes on website
- Update CSC contact info on website
- Post CSC training manual and training PPT on website (e.g., Q&A section for CSC)
- Theresa will send out the due dates for UIP
- Theresa will send out a copy of the UIP to the group

Important Calendar Items:

- CSC meeting dates in principal's letter
- Next meeting will be 10/15/2015 @ 4:30 pm in Travel Center
 - Agenda Items for Future Meeting
 - Budget and Staffing (December)
 - Enrollment and retention numbers for previous years (pending)
 - UIP Review and Update (October)