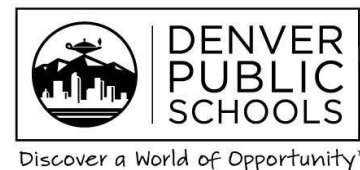


CSC Meeting Minutes

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



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

2015-16

Date: 3 February 2016 Time: 4:30pm – 6:30pm

*** Rescheduled from 2/2/2016

Meeting Location: Melanie Grant Travel Center, Room #104

CSC Members:

Parents:

- Jason Sand (Chair) – jasonpsand@gmail.com
- Karen Herbert – herbks@gmail.com
- Vivian Masket – vivian_masket@dpsk12.org
- Tanya Tribelhorn – tribelhorns@comcast.net
- Staff Members:
- Theresa McCorquodale (Principal) – theresa_mccorquodale@dpsk12.org
- Sonia Burns – sonia_burns@dpsk12.org
- Caroline Kerswill – caroline_kerswill@dpsk12.org
- Jane Lineman – jane_lineman@dpsk12.org
- Adam Reiter – adam_reiter@dpsk12.org
- Miguel Urdiales – miguel_urdiales@dpsk12.org
- Students:
- Omar Flores – omarfrak@gmail.com
- Camilla Green – campidgeon@me.com
- Anpa'o Locke – lockeanpao@gmail.com
- Eli Masket – emasket@comcast.net

DCIS Mission Statement

Denver Center for International Studies prepares students for college by developing multilingual, interculturally competent citizens who are actively involved in our rapidly changing world.

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

Minutes

- | | |
|--------------|---|
| 4:30 pm | Call to order, welcome |
| 4:35-4:45 pm | Agenda & action items (previous meeting) review |

- Action Items
 - Clarifying why some classes have low student numbers compared to higher student numbers between fall and spring semesters (e.g., small drama class with 4 students) (Theresa)
 - Feedback indicated that contributors include the master scheduling process, diploma requirements, singletons, etc. It is unknown if the new schedule will help decrease this occurrence
 - Communication with school community to contact a CSC member to share feedback prior to the 2/2 meeting (Tanya, Camilla)
 - Email was sent through messenger today, info in PTSA newsletter has been shared over the past 2 weeks
 - Update on options for restructuring/staffing math dept to determine if a decrease in an FTE is warranted (Theresa)
 - Theresa met with admin for math dept. It is difficult to determine how many students will be put in certain classes prior to student data. Currently, there are enough sections to allow a decrease in FTE. There are sufficient staffing FTEs to allow intervention classes or co-taught classes.
 - 2/2 - follow up re: letter to Board of Education (Tanya)
 - Follow up re: Board of Education letter re: impact of choice of studies process and budget (Tanya)
 - Letter will be circulated among CSC members and will be revisited at next CSC meeting.

4:45-5:10 pm Public input

*** Letter submitted on behalf of Aaron Dobberstein and Kirsten Hansen (see below)

- RE: Submitted letter - Kirsten Hansen spoke on behalf of the letter. According to CSC minutes there was discussion, but there was not CSC decision. The information shared in the prior CSC minutes seemed to reflect info based on the current academic year's schedule but not consideration of the pending 2016-17 schedule. The letter outlines a request for consideration of continuing the staffing positions (two part-time FTEs) as they would be able to fulfill the contract obligations. Contributions made by the two part-time staff members were shared. Concerns regarding the lack of evaluative data used to guide this decision were expressed. Request to consider the extracurricular and humanistic contributions of staff when making staffing decisions.
- Concerns about budget decisions being made outside of the CSC committee. The example of the two part-time positions being Ribbed without CSC approval was shared. This concern was noted in CSC discussion - discussed the role of CSC per district guidelines
- Question about the format of public comment. The agendas are shared prior to the meeting but agenda items are vague. There are concerns about visitors who come for public comment, but are not allowed to contribute as the meeting continues. CSC acknowledged that improvement is an option and welcome input and ideas. Acknowledgment on the importance to keep meetings focused and timely.
- Request to consider the roles that will need to be filled by the staffing cuts. This extends beyond the numbers and staff positions - consider the other roles/functions fulfilled by staff. Example of accessing library without a Librarian to fulfill supervision needs.

- Appreciation for the roles/functions by CSC expressed.
- Concerns were expressed about decisions made without the consensus of the CSC. For example, RIBs have already occurred without a CSC recommendation.
- Request to clarify the flowchart of how RIB (Reduction in Building) decisions are made.
 - CSC recommends a consideration group to be considered
 - The outcome goes to the Personnel Committee to review applicants within the consideration group(s)
- Request to add CSC member names and emails to top of minutes

5:10:25 pm Budget discussion (brief review)

- Revisit the part-time social studies positions and RIB process
 - Based on a budget perspective, the school is not saving any money by combining the positions - this would not be a budget decision - discussed the contributions of having 2 part-time staff members vs 1 full-time position when compared to the likelihood of saving/costing money - the input provided by the CSC at the prior meeting was not reflective of accurate information in terms of budget and staffing constraints. The CSC also did not find consensus on the input and recommendation made at a prior meeting.
 - It was shared that the CSC has had previous conversations about moving toward full-time FTEs, and the district has been giving strong recommendations for that same transition.
 - Discussed how advisement is voted on, and taught as an extra prep. World language teachers with 4 or more preps are allowed to opt out of advisement - requests must be submitted to SLT by May 1st (annually)
 - Request for research or data to weigh the pros/cons of part-time and full-time FTEs, currently there is district recommendations based on accessibility - it was reported that student and parent feedback indicating difficulties with accessibility has been shared with admin
 - Discussed pros of part-time positions - the contributions of diversity and commitment, equity of balancing passages, having different programming helps set high expectations for our students to better master communication method, consideration of attracting a diverse population of staff by allowing full- and part-time positions
 - Per the CSC Minutes from 1/14/16, it was noted that "concerns about ½ time positions not able to teach full load with advisement, may be beneficial to discontinue those part-time positions to fulfill the teacher load responsibilities by a full-time FTE." While this was discussed by the CSC, the CSC did not identify this action as a priority and a formal vote was not taken. Following, there was an email titled "some suggestions for our budget" sent to the entire CSC on 1/25/16 indicating that "the idea reduce the two .5 FTE Social Studies teachers in exchange for a 1.0 FTE Social Studies teacher was approved." The RIBing of the two .5 social studies positions occurred and was questioned at the CSC meeting on 2/3/16. The principal shared that the approval of this priority was assumed by the principal based on the discussion at the 1/14/16 CSC meeting and the RIB was conducted accordingly.
 - CSC conducted a vote
 - consensus not reached - referred to the Instructional Superintendent following CSC procedures

- CSC recommended budget cuts approved by district" (see handout shared) -
 - Librarian changed to a library para professional
 - Not replace a math FTE (retirement)
 - RIB one of two AA positions
 - No UCD Contract Teacher
- Further budget cuts recommended by district (see handout shared)
 - Allocation for .5 psych, .5 sw (decrease of .5 psych)
 - Reduction of 1 FTE for Mild/Moderate
 - Reduction of one FTE in math dept
 - Reduce the .5 Physical Training (to fund PE teacher)
 - Reduce FTE in world language dept
- Additional Adjustments
 - Hire ELA para professional
 - Pay 30% of Teacher Leaders' release time
- Other discussion items
 - Consideration of cutting an AP, increasing Teacher Leaders is shifting the landscape of administration
 - Consideration of cutting a counselor position, but the grant stipulated that there must be two full-time counselors on staff
 - Consideration of cutting the other AA position, there is a move to decrease testing, there is a move toward increasing Teacher Leaders, some of those responsibilities could be redistributed, counselors used to oversee ACT/SAT testing and those responsibilities could be reinstated since we now have 3 counselors, currently there are plans to redistribute discipline to the AA position
 - Discussion of maintaining travel center services - is currently funded in the budget
 - Budgeted for concurrent enrollment for Chinese and Italian
 - Funding for sped department paraprofessional is expected to continue for next year
 - Discussed limited impact on students in relation to suggested budget cuts
 - Personal attributes of specific employees cannot be considered in terms of a RIB decision. All RIB decisions are about the position and not about the person. Several of the public comments requested considering personal humanistic aspects of specific staff members when considering a RIB. This is not possible.
- Consensus
 - Reduction in office staff position (1 FTE)
 - Reduction in math dept (1 FTE)
 - Will not repost a math position due to retirement
 - No UCD Contract teacher for next year
 - Reduction of one AA position (1 FTE)
 - Apply for budget assistance to maintain the 2 FTE Mild/Mod positions (outcome 2/11/16) - if budget assistance is not secured, one of the Mild/Mod positions will be Ribbed
 - Reduction of the .5 Physical Trainer to hire a full-time gym FTE
 - CSC proposed to have the psych fulfill the 1/0 mental health FTE, consensus not reached - referred to the Instructional Superintendent following CSC procedures

7:15-7:20 pm

Agenda Setting & Action Item Review

- Agenda Setting - 2/18

- Review the letter to Board of Education (submitted by Tanya) - Identify next steps
- Sharing attendance/discipline data
- Action Item
 - Explore streamlining language programs in the future, with possible reduction of a world language FTE
 - When minutes from 2/3/16 go out for approval, only those in attendance at meeting will be required to reply with an email confirmation to Jane with approval of minutes by Sunday

7:20 pm

Conclusion and Depart

Addendum - Submitted letter on behalf of Aaron Dobberstein and Kirsten Hansen

Dear CSC:

We respectfully request your consideration, discussion, and recommendation regarding the recent decision to RIB the 2 half-time teachers serving in the Social Studies department at DCIS.

Based on the most recent CSC minutes, the discussion and concern at the last CSC meeting centered around "Concerns about ½ time positions not able to teach full load with advisement, may be beneficial to discontinue those parttime positions to fulfill the teacher load responsibilities by a fulltime FTE." Based on the minutes, it is not clear whether or not CSC fully discussed this issue or whether CSC came to consensus or provided a recommendation.

Unfortunately, it appears that the raised concern is based on the *current* academic year, instead of being based on the upcoming academic year (2016-17). It is accurate that the 2 half-time positions do not *currently* include advisement due to the contractual limitations relating to proper number of planning minutes.

However, the design of next year's schedule easily allows 2 part-time teachers to fully and equally cover "the teacher load responsibilities by a fulltime FTE". Specifically, for the first semester, Teacher A could teach 2 classes and one advisement, while teacher B could teach 3 classes. For second semester, the load could be switched. Each teacher would also have a planning period. This would result in identical teaching loads for each half-time teacher, and it would also fully cover all teacher load responsibilities of a fulltime FTE, without any gaps in coverage (10 academic sections and 1 full advisement, plus planning). There are additional splits that could be considered as well.

In addition, it should be noted that over the past 2 years in our half-time positions, we have both been entirely committed to fulfilling our roles and responsibilities as teachers at DCIS, including volunteering for extra-curricular responsibilities such as coaching the middle school basketball team, both serving on the DCIS Personnel committee, coaching the DCIS Student Board of Education Team, organizing and facilitating passages day, and serving as facilitator of a DCIS PeaceJam team. We are also unaware of any concerns from students or parents regarding our availability or commitment on an ongoing basis.

Based on our demonstrated and continued commitment to the students and community at DCIS, and also based on the proposed equal split mentioned above which would fully cover all responsibilities of a fulltime FTE, and with the best interests of students in mind, we respectfully request that the half-time positions not be reduced for next year. At a minimum, we request that CSC conduct a full discussion of the matter, including consideration of the above-mentioned issues, and provide a recommendation. Thank you in advance for your consideration.

Sincerely,

Aaron Dobberstein
Kirsten Hansen

Addendum Budget Documents submitted

DCIS Budgeting for 2016-17

Issues to be addressed

Funding is reduced for schools, district wide.

Our enrollment is down 16 students, which is the equivalent of a teacher.

Need to budget for Concurrent Enrollment

The requirements have changed from last year:

- Allocation for .5 Psychologist, .5 Social Worker (1.0 Mental Health workers total)
- Need an ELA para professional
- Need to pay for 30% of our Teacher Leaders' release time
- Allocation for 1.0 Mild Moderate FTEs (this year we have two)

Cuts we have made already

Librarian position changed to a Library Para Professional

Will not replace a math teacher who is retiring

RIB for one of our two Administrative Assistant positions

No UCD Contract Teacher for next year

Further Recommended Cuts

Reduce 1.0 Psychologist to a .5 Psychologist

Reduce the front office staff by 1.0 FTE

Reduce another teacher (Math department is recommended)

Reduce 1.0 Mild/Moderate FTE

Reduce the .5 Physical Trainer (Note: we will hire a PE teacher with this money)

Previous CSC Budget Concerns

World Language classes continue to be very low in enrollment. A school the size of DCIS (and getting smaller) cannot sustain 6 separate languages. Possible recommendation is to continue Japanese 2-5 next year, but not offer Japanese 1, overtime phasing out our lowest enrolled language but still honoring students currently in the language. Note: the teacher could teach an elective for his 5th class for next, so this would not affect the budget or require a RIB for this year. Going forward it could save an FTE, and increase enrollment in other languages which also have lower enrollment.

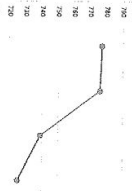
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FY16-17 Budget Form

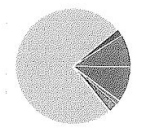
Step 5 - Budget Summary

| Account | Total Budgeted | Total Budgeted - Remaining | Percent of Budget |
|---|---------------------|----------------------------|-------------------|
| General Fund - General (All Low Title) - Company 10 | \$ 3,644,678 | \$ 3,644,678 | 100.00% |
| Company 10 - 2/1/16-2/31/16 | \$ - | \$ - | 0.00% |
| Company 10 - 3/1/16-3/31/16 | \$ - | \$ - | 0.00% |
| Company 10 - 4/1/16-4/30/16 | \$ - | \$ - | 0.00% |
| Company 10 - 5/1/16-5/31/16 | \$ - | \$ - | 0.00% |
| Company 10 - 6/1/16-6/30/16 | \$ - | \$ - | 0.00% |
| Company 10 - 7/1/16-7/31/16 | \$ - | \$ - | 0.00% |
| Company 10 - 8/1/16-8/31/16 | \$ - | \$ - | 0.00% |
| Company 10 - 9/1/16-9/30/16 | \$ - | \$ - | 0.00% |
| Company 10 - 10/1/16-10/31/16 | \$ - | \$ - | 0.00% |
| Company 10 - 11/1/16-11/30/16 | \$ - | \$ - | 0.00% |
| Company 10 - 12/1/16-12/31/16 | \$ - | \$ - | 0.00% |
| Total | \$ 3,644,678 | \$ 3,644,678 | 100.00% |

| FY16 - Customer Endowment | FY16 - 7/1/16 | FY16 - 7/31/16 | FY16 - 8/31/16 | FY16 - 9/30/16 | FY16 - 10/31/16 | FY16 - 11/30/16 | FY16 - 12/31/16 |
|---------------------------|---------------|----------------|----------------|----------------|-----------------|-----------------|-----------------|
| | 772 | 778 | 778 | 778 | 778 | 778 | 778 |



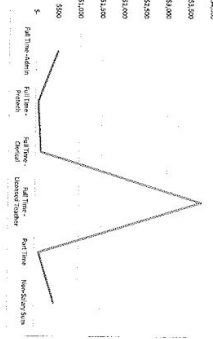
| Account | Total Budgeted | Total Budgeted - Remaining | Percent of Budget |
|--------------------------------|----------------|----------------------------|-------------------|
| Full Time - Admin | \$ 86,527 | \$ 86,527 | 100.00% |
| Full Time - Probation | \$ 4,528 | \$ 4,528 | 100.00% |
| Full Time - Custodial | \$ 2,743,328 | \$ 2,743,328 | 100.00% |
| Part Time - Licensed Teacher | \$ 71,460 | \$ 71,460 | 100.00% |
| Part Time - Unlicensed Teacher | \$ 2,024 | \$ 2,024 | 100.00% |
| Secondary Staff | \$ 32,338 | \$ 32,338 | 100.00% |



Total Budgeted

- * Full Time - Admin
- * Full Time - Probation
- * Full Time - Custodial
- * Part Time - Licensed Teacher
- * Part Time - Unlicensed Teacher
- * Secondary Staff

| Account | FY16 - Budgeted | FY16 - Actual | FY16 - Budgeted - Remaining | Percent of Budget |
|----------------------------|-----------------|---------------|-----------------------------|-------------------|
| Admin - Admin | \$ 3,321 | \$ 5,272 | \$ 1,951 | 58.42% |
| Admin - Probation | \$ 50 | \$ 48 | \$ 2 | 96.00% |
| Admin - Custodial | \$ 2,743 | \$ 2,743 | \$ 0 | 100.00% |
| Admin - Licensed Teacher | \$ 131 | \$ 348 | \$ 217 | 165.65% |
| Admin - Unlicensed Teacher | \$ 4,097 | \$ 4,675 | \$ 578 | 114.11% |
| Admin - Secondary Staff | \$ 427 | \$ 427 | \$ 0 | 100.00% |
| Admin - Student Staff | \$ 427 | \$ 427 | \$ 0 | 100.00% |
| Admin - Other | \$ 427 | \$ 427 | \$ 0 | 100.00% |
| Admin - Total | \$ 3,321 | \$ 5,272 | \$ 1,951 | 58.42% |



| Account | Total Budgeted | Total Budgeted - Remaining | Percent of Budget |
|----------------------|----------------|----------------------------|-------------------|
| Part Time to Student | \$ 8,481 | \$ 8,481 | 100.00% |
| Part Time to Student | \$ 302 | \$ 302 | 100.00% |
| Secondary Staff | \$ 497 | \$ 497 | 100.00% |

Number of Agendas for FY16-17: 12/1/16

NOTE: All agendas are posted publically in a timely fashion on school's website and/or in a highly visible area in the building.