

**Edison Elementary**  
**CSC Meeting Agenda & Minutes**  
**March 2, 2023**

**Vision:**

Edison Elementary is committed to being a collaborative community where rigorous academics and character education ensure the development of the whole child. We design learning experiences to meet the unique learning needs of each student so that all of our children develop 21st Century skills: critical thinking and reasoning, information literacy, self-direction, collaboration and invention/innovation. We celebrate curiosity and creativity in the development of life-long learners.

**Values:**

Students First, Community, Fun, Respect, Integrity, Collaboration, Equity, and Accountability

**Meeting Norms:**

Aim for consensus

Members will share ideas openly, but try to stay on topic

Everyone puts ideas on the table

Respect other perspectives

Listen with respect

Focus on needs of the school and community, respect confidentiality

Assume positive intentions

Time keeper, try to keep to one hour

We work to represent our stakeholders

Ask clarifying questions

Commit to our values

**CSC Members:** Chair person: Megan McNamee - [mcnamemk@gmail.com](mailto:mcnamemk@gmail.com)

Parents: Petra Popiel - [petrapopiel@gmail.com](mailto:petrapopiel@gmail.com), Megan McNamee - [mcnamemk@gmail.com](mailto:mcnamemk@gmail.com), Maria Keyani - [mkeyani@gmail.com](mailto:mkeyani@gmail.com), Sara Lewandowski - [saralewandowski16@yahoo.com](mailto:saralewandowski16@yahoo.com),

Teachers: Bayleigh Arey - [Bayleigh\\_Arey@dpsk12.org](mailto:Bayleigh_Arey@dpsk12.org), Gabi Lucero - [Gabriela\\_GonzalesLucero@dpsk12.org](mailto:Gabriela_GonzalesLucero@dpsk12.org), Justine McWhorter [Justine\\_McWhorter@dpsk12.org](mailto:Justine_McWhorter@dpsk12.org)

Non-certified staff: Lisa Meeks - [lisa\\_meeks@dpsk12.org](mailto:lisa_meeks@dpsk12.org)

Admin: Sally Whitelock - [sally\\_whitelock@dpsk12.org](mailto:sally_whitelock@dpsk12.org), Megan Bohanan - [megan\\_bohanan@dpsk12.org](mailto:megan_bohanan@dpsk12.org)

**Attendance:** Sally Whitelock, Megan Bohanan, Bayleigh Arey, Gabi Lucero, Justine McWhorter, Maria Keyani, Sara Lewandowski, Megan McNamee, Petra Popiel

Not in attendance - Lisa Meeks

**Welcome by principal and introduction of CSC members**

- Meeting procedure-Work session will follow the agenda. Floor will open up at the end of the meeting for other issues/ discussions if necessary.

**Budget & Enrollment Update**

- Budget was approved as recommended by the SLT and CSC
- Sally requested budget assistance for a 4th second grade teacher - not approved
- We will monitor enrollment after choice and then determine what options we have for 2nd grade for next school year
- Questions and Discussion:
  - Has this happened before? Yes
  - We need ~17 more students to 'cover' 4 2nd grade teachers
  - To support school leadership with accuracy of choice, we use caregiver input forms/input to teachers. Least accurate grade level has been kindergarten
  - Personnel updates

## **Committee Membership Changes for the 2023-24 school year (see below)**

- As part of the new DCTA contract, some changes were made in school decision making committees, specifically CSC and SLT. Therefore, Edison's leadership and SLT drafted a new plan:
  - See below for Decision Making Committees, membership and descriptions.
    - Suggested changes:
    - Approval:
  - Recommended changes to Edison CSC bylaws -  
**COMPOSITION**  
Membership Selection for membership should be through volunteers. Elections should be held as needed every year. The composition of the CSC committee should be as follows:
    - The principal of the school or principal's designee (AP);
    - **One (1) teacher**, elected (by secret ballot) by majority vote of the faculty in the school;
    - **Three (3) parents or guardians** of a student enrolled in the school, elected by majority of voting parents with children in the school; \* There shall be no more than two parents representing any one grade or program.
    - **One (1) community/parent member** of a school-recognized organization (PTA);
    - One (1) business or community representative;
    - [Optional] One (1) classified employee, elected by majority vote of the classified employees in the school (elected by secret ballot);
- Questions, Discussion, Suggested changes:
  - Sally and Megan will send out nominations for 1 caregiver position CSC '23-'24; PTA will determine their nominee
    - Megan and Petra have served for 2 years; we will put out nominations for 1 new committee member
    - Maria and Sarah Lewandowski are willing to serve for their 2nd year
  - How can we increase the voice/power of paraprofessionals in decision-making?

## **Other discussion Items:**

- Maria- balance of fundraising; internal/external fundraisers; for example- we RIBed a teacher position and then the next week, students brought home Jump Rope for Heart fundraising forms
  - Jump Rope for Heart - \$ does not come to Edison; goes to AHA
    - Educational piece, led by Mr. Auday
    - Does supporting external fundraisers teach our students to be community-minded? Does Jump Rope for Heart achieve this or can we do this through real learning experiences for students?
    - At a time when our budget is tighter, should we be supporting external fundraisers?
    - We will not be doing Caring for Classrooms fundraiser next year
    - Ideas: at the beginning of the year- send out information about all upcoming fundraisers (ex: timing; S prizes; where donations go/% that goes to Edison)
      - How much \$ does each child need to raise for each fundraising event that supports Edison?
    - We will bring this to the PTA and Engagement committees
  - PTA, fundraising
    - Get volunteers at the first meeting; have them ready for people to sign up at that first meeting

- Can we leverage classroom caregivers to join the PTA?

Next meeting date: Next meeting date - April 6 at 4:30 PM

Agenda: Reflect on school UIP goals and begin to plan for 23-24 school year

### Decision Making Committees

Committee	Membership	Duties	Day/time
Collaborative School Committee	1 principal (or AP as designee) 3 Parents (elected) 1 local community representative 1 elected DCTA educator 1 elected non-certified staff	Provide leadership for: student achievement, school climate, strategic direction of the school and budget. <ul style="list-style-type: none"> <li>• provide guidance, evaluation and approval for the UIP;</li> <li>• provide guidance, evaluation, and approval for the annual school budget, including staffing allocations</li> <li>• act as the School Improvement and Accountability Council (SIAC) for the building;</li> <li>• establish relationships with parents, community members, civic, service and neighborhood organizations to increase involvement in the school and provide a forum for community input;</li> <li>• participate in the principal-selection process by interviewing candidates and recommending candidates to the superintendent;</li> <li>• participate in the principal's annual evaluation by giving input on the principal's involvement in and support of the collaborative committee process;</li> <li>• review and provide guidance regarding discipline and safety procedures;</li> <li>• make recommendations regarding any changes to the school design to the District Board of Education through the building principal.</li> </ul>	First Thursday of the month at 4:30 PM  * Meeting held outside of school hours  * Meetings are open to the public
School Leadership Team	<b>Voting members:</b> 1 Principal (AP as designee) 3 elected DCTA educators 1 educator - DCTA rep 1 DCTA educator appointed by principal  <b>Non voting members:</b> 3 teacher specialists	Provide leadership for: school improvement, student achievement initiatives, professional development, operational practices and budget. <ul style="list-style-type: none"> <li>• provide guidance, evaluation and approval for the UIP;</li> <li>• provide guidance, evaluation, and approval for the annual school budget, including staffing allocations</li> <li>• provide guidance and approval of the professional development plan &amp; schedule</li> <li>• provide guidance and approval of the instructional programs as it applies to classrooms and teaching</li> <li>• development of communication strategies for regularly reporting student progress to the community</li> <li>• data analysis/accountability</li> <li>• development of daily schedules to support instructional practices</li> <li>• development of structures and practices to ensure a safe school environment</li> </ul>	First Monday of the month at 3:40 PM  * Meeting held outside of school hours  * Meetings are open for all educators to attend
Personnel Committee	3 elected DCTA educators * Team of educators for the open position invited	Ensure hiring of best candidates for the school. <ul style="list-style-type: none"> <li>• interview teachers who will support Edison in achieving its mission and vision</li> <li>• provide guidance and recommendations to the principal regarding all new hires</li> </ul>	As needed. * Meeting held outside of school hours
Engagement Committee  Focus on Community Involvement	6 DCTA educators who sign up for this committee	Ensure strong communication and engagement of the community. <ul style="list-style-type: none"> <li>• develop a schedule for community engagement events for the school year</li> <li>• plan all community engagement events</li> <li>• establish structures to support volunteering opportunities for community/caregivers</li> <li>• establish structures/systems to ensure strong communication with the community</li> <li>• respond to community concerns</li> <li>• collaborate with the PTA and other community organizations</li> </ul>	First Wednesday of the month at 7:40 AM * PTA leadership is invited to & collaborates with team
Equity Committee  Focus on Students	6 DCTA educators who sign up for this committee	Ensure a safe, positive school culture. <ul style="list-style-type: none"> <li>• schedule &amp; plan all student engagement events for the school year.</li> <li>• establish a process to support an equitable school culture &amp; practices.</li> <li>• establish a processes to support attendance issues</li> <li>• establish a processes to ensure consistent, school-wide code of conduct and discipline</li> <li>• evaluate and make decisions regarding the Positive Behavior Intervention Supports programming</li> <li>• review and develop procedures to ensure implementation of Social-emotional, Bully Proofing and Social Justice lessons.</li> <li>• Review and analyze data related to: attendance, tardies, and discipline</li> </ul>	First Wednesday of the month at 7:40 AM
Social Committee	6 DCTA educators who sign up for this committee	Ensure a positive culture and environment for school staff. <ul style="list-style-type: none"> <li>• Plan social events</li> <li>• Establishing processes to support a supportive staff culture.</li> </ul>	First Wednesday of the month at 7:40 AM

