

**Edison Elementary**  
**CSC Meeting Agenda & Minutes**  
**September 5, 2024**

**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:**

Parents: Kristen Ingram - [panteenk@aim.com](mailto:panteenk@aim.com) , Beth Tomsic - [thomsic@gmail.com](mailto:thomsic@gmail.com) , Jarred Frank - [jarred.frank@gmail.com](mailto:jarred.frank@gmail.com)

PTA representative - Tara Littell - [aramlittell@gmail.com](mailto:aramlittell@gmail.com)

Teachers: Erin Anderson - [Erin\\_Anderson@dpsk12.org](mailto:Erin_Anderson@dpsk12.org)

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

Community Member: Leah Watson - [leah@hopsandpie.com](mailto:leah@hopsandpie.com)

Admin: Sally Whitelock - [sally\\_whitelock@dpsk12.org](mailto:sally_whitelock@dpsk12.org) , Samantha Aragon - [Samantha\\_Aragon@dpsk12.org](mailto:Samantha_Aragon@dpsk12.org)

**Attendance:**

Attendance - Sally Whitelock, Samantha Aragon, Erin Anderson, Kristen Ingram, Beth Tomsic, Jarred Frank, Tara Littell

Non-Members: Dan Grech

Welcome by principal and introduction of CSC members

- Introductions
- Meeting procedure-Work session will follow the agenda. Floor will open up at the end of the meeting for other issues/ discussions if necessary and for non-members to ask questions or share thoughts/concerns.

CSC Roles and Responsibilities Presentation

- Review the roles and responsibilities of the CSC
  - CSC purpose
    - Providing guidance, evaluation, and recommendations to the Principal and/or the Instructional Superintendent about spending priorities, Unified Improvement Plans, and more.
    - More information: <http://thecommons.dpsk12.org/Page/641>

- o CSC role (DPS and state requirements)
  - Every school is required by state statute to have a School Accountability Committee (SAC), which are known as CSCs in Denver.
  - Enhance student achievement and school climate by engaging the school community in collaborative efforts supporting the school and district's goals.
  - Provide strategic direction in support of the school's mission and vision as stated in the Unified Improvement Plan (UIP). The UIP, with the school's program design, should serve as the strategic plan for the school.
  - Be in compliance with necessary laws and regulations (such as state law, district policies and the DCTA contract.)
  - Hold public meetings.
- o School performance plan (UIP)
- o Scope of duties of CSC and other committees within the school
- o CSC do not participate in day-to-day operations of the school
- o Voting vs. Consensus
- Review of CSC bylaws - link to bylaws here: [Edison CSC bylaws 2024](#)
  - o Discussion
    - Suggested revisions - none
  - o Approved
- Explanation of the decision making committees at Edison (see description below):
  - o CSC, School Leadership Team, Engagement Committee, Equity Committee, Personnel Committee

#### Nomination of CSC chair

- Nomination- Jarred Frank

#### Meeting format

- Do we want to meet in person/virtual/hybrid or rotate in person/virtual?
- Discussion and decision:
  - o In person

#### Enrollment and budget update:

- Current Enrollment
  - o Enrollment as of 9/5/24
    - ECE: 38 (19 per class)
    - Kinder: 96 (24 per class)
    - 1st: 95 (24 or 25 per class)
    - 2nd: 99 (24 or 25 per class)
    - 3rd: 84 (27 per class)
    - 4th: 83 (27 or 28 per class)
    - 5th: 83 (27 or 28 per class)
    - Total school enrollment: 587
  - o Above/Below Projections: 1 above projections
  - o Fall Adjustments for budget
    - Will be determined mid-September - very minimal budget impact

#### Next meeting date:

October 3 at 4:30:

Agenda items for next meeting:

- Review Edison data and provide feedback/input/revise Edison's UIP

## Decision Making Committees

<u>Committee</u>	<u>Membership</u>	<u>Duties</u>	<u>Day/time</u>
<a href="#"><u>Collaborative School Committee</u></a>	<p><b><u>1 principal (or AP as designee)</u></b></p> <p>3 Parents (elected) 1 local community representative 1 elected DCTA educator 1 elected non-certified staff</p>	<p>Provide leadership for: student achievement, school climate, strategic direction of the school and budget.</p> <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>	<p>First Thursday of the month at 4:30 PM</p> <p><b>* Meeting held outside of school hours</b></p> <p><b>* Meetings are open to the public</b></p>
<a href="#"><u>School Leadership Team</u></a>	<p><b>Voting members:</b></p> <p>1 Principal (AP as designee) 3 elected DCTA educators 1 educator - DCTA rep 1 DCTA educator appointed by principal</p> <p><b>Non voting members:</b></p> <p>3 teacher specialists</p>	<p><b><u>Provide leadership for: school improvement, student achievement initiatives, professional development, operational practices and budget.</u></b></p> <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>	<p>First Monday of the month at 3:40 PM</p> <p><b>* Meeting held outside of school hours</b></p> <p><b>* Meetings are open for all educators to attend</b></p>
<a href="#"><u>Personnel Committee</u></a>	<p>3 elected DCTA educators</p> <p>* Team of educators for the open position invited</p>	<p>Ensure hiring of best candidates for the school.</p> <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> <li>● provide guidance and recommendations to the principal regarding hiring of STLs, TLs and teacher leaders</li> </ul>	<p><b><u>As needed.</u></b></p> <p><b>* Meeting held outside of school hours</b></p>
<a href="#"><u>Engagement Committee</u></a>	<p><b><u>6 DCTA educators who sign up for this committee</u></b></p> <p>Facilitated by STLs</p> <p>Focus on Community Involvement</p>	<p>Ensure strong communication and engagement of the community.</p> <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>	<p><b><u>First Wednesday of the month at 7:40 AM</u></b></p> <p>* PTA leadership is invited to &amp; collaborates with team</p>
<a href="#"><u>Equity Committee</u></a>	<p><b><u>6 DCTA educators who sign up for this committee</u></b></p> <p>Facilitated by TLs (PBIS coordinator)</p> <p>Focus on Students</p>	<p>Ensure a safe, positive school culture.</p> <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>	<p><b><u>First Wednesday of the month at 7:40 AM</u></b></p>
<a href="#"><u>Social Committee</u></a>	<p><b><u>6 DCTA educators who sign up for this committee</u></b></p>	<p><b><u>Ensure a positive culture and environment for school staff.</u></b></p> <ul style="list-style-type: none"> <li>● Plan social events</li> <li>● Establishing processes to support a supportive staff culture.</li> </ul>	<p><b><u>First Wednesday of the month at 7:40 AM</u></b></p>

