



General Meeting Minutes

Wednesday, April 13, 2016

Meeting called to order at 9:15 am.

I. PTCO Business

Reallocation of PTCO Funds (Liz Sanders-Funk & Erika Fisher):

- The second grade teachers have requested PTCO purchase reading materials for the **Second Grade Reading Closet**.
 - **MOTION:** Chiara Kline moved to reallocate \$1500 of unused funds from the PTCO budget for second grade reading materials. Laura Shipman seconded. Motion approved.
- In the past, the **Hospitality Committee** has struggled to collect enough gift cards from the CHVE community to be distributed to all of CHVE's staff during Teacher Appreciation Week. The PTCO has funds that will not be used in this year's budget from a cultural enrichment event that had to be cancelled (\$800) and from math materials that did not need to be purchased (\$700) that can be reallocated to the Hospitality Committee in case they need to purchase additional gift cards.
 - IRS guidelines say funds may be used for staff gifts as long as the gift is not "large." Since the gift cards are usually \$20-25 in value, reallocating funds in this way should not be a problem.
 - A reallocation of cultural enrichment funds in 2015-16 will not impact the 2016-17 cultural enrichment budget.
 - Please donate \$20-25 gift cards to thank our teachers and staff if you can. Seventy-three gift cards will be needed.
 - **MOTION:** Lori McDermott moved to reallocate \$1500 in the PTCO budget (\$800 from cultural enrichment and \$500 from math materials) to the Hospitality Committee to be used to purchase gift cards for Teacher Appreciation Week only if enough gift cards are not collected from the CHVE community. Elaina Grauer seconded. Motion approved.

2016-17 PTCO Budget, Slate & Bylaws (Laura Shipman):

The proposed PTCO budget, slate and bylaws for the 2016-17 school year have been posted on the PTCO bulletin board for at least 30 days. It is now time to vote on them.

- **MOTION:** Debbie Larkin moved to approve the 2016-17 PTCO Budget. Rosalina Diecidue seconded. Motion approved.
- **MOTION:** Chiara Kline moved to approve the 2016-17 PTCO Slate. Debbie Larkin seconded. Motion approved.
- **MOTION:** Erika Fisher moved to approve the updated PTCO Bylaws. Debbie Larkin seconded. Motion approved.



General Meeting Minutes

Wednesday, April 13, 2016

PTCO Expense Reimbursement (Erika Fisher):

- Reimbursement requests for all PTCO-related expenses must be submitted by April 29. The only exception is expenses related to events that have not yet taken place.
- Fifth grade room parents' budget can be used towards expenses related to 5th Grade Continuation. Please make note of this on your reimbursement requests if necessary.

Sherry Sargent Memorial (Erika Fisher):

The diorama in the CHVE hallway has been demolished and will be replaced with a reading corner that will act as a memorial to Sherry Sargent, an influential member of the CHVE community who recently passed away. A bronze plaque, round table, Hokki stools, and a colorful rug will fill the new space. A dedication ceremony and reception will take place on Wednesday, May 11, at 6:30 pm. All are welcome to attend.

Upcoming Events (Erika Fisher):

- April 23: Yearbook Purchase Deadline
- April 30 - May 4: Spring Mini-Auction
- April 29: Spring Soiree
- May 2-5: Staff Appreciation Week
- May 6: No School
- May 12: Dads' Casino Night
- May 18: Muffins With Moms
- May 18: PTCO Transition Meeting*
- May 18: Retirement Ceremony for Mr. Regalbuti and Mrs. Bell
- June 3: Last day to order EduKits at a discounted price

** Note: The date for the PTCO Transition Meeting was incorrect on the presentation slides. May 18 is the correct date.*



General Meeting Minutes

Wednesday, April 13, 2016

II. Principal Molly Drvenkar – State of the School

Note: The presentation shared by Mrs. Drvenkar was originally presented to the staff.

Staff Announcements:

- Moving on to Other Endeavors:
 - Lauren Smith, an ELA co-teacher
 - Chelsea Deatheradge, Before & After Care Director
- Retirements:
 - John Regalbuti, 5th Grade Teacher (26 years)
 - Lindsay Bell, Kindergarten Enrichment TA (17 years)
 - A retirement ceremony for both staff members will take place at CHVE on Wednesday, May 18, at 3:45 pm. All are welcome.

Leadership Team:

The Leadership Team is made up of staff volunteers from all aspects of CHVE and work together to consider what is best for the school. All 73 staff members submit ideas to be considered by the Leadership Team.

The following “State of the School” includes plans for the 2016-17 school year to better meet the needs at CHVE...

Staffing Design:

- Cherry Creek School District has reduced CHVE’s FTE count by 1.0 for 2016-17 due to a lower projected enrollment. To account for this reduction, someone will not be hired to replace Mr. Regalbuti when he retires. The following changes are planned:
 - Mr. Zubick will teach 5th grade.
 - Mrs. Feltz will work as .5 FTE for intervention/support for 4th, 5th and possibly 3rd grades.
 - There will be four homerooms at every grade, including 5th grade. There will be an average of 21 students per class in grades K-4 and ~28 students per class in 5th grade (~23 students/class during language arts and math).
 - Mrs. Chavez will have a 5th grade class for language arts and math, as she did in 2015-16 in order to preserve a smaller class size during these subjects.
 - There is some concern that this model creates elitism. However, adults create this mindset. Mrs. Chavez never uses the term Gifted & Talented when speaking with her class. Be mindful of your language and what we do to perpetuate that perception.



General Meeting Minutes

Wednesday, April 13, 2016

Master Schedule:

The master schedule for all grades will remain unchanged in 2016-17. The teachers at every grade level are happy with this schedule.

Space:

The extra classroom that will be available with one less homeroom will be the home base for ELA and intermediate intervention staff. When they are not using it, this space may be available for volunteers to use. All other rooms will remain the same as 2015-16.

Mrs. Drvenkar's "Rules of the Boat" (for her staff):

- Protect the boat.
- No puking on the boat.
- No gossip or drama.
- Be a professional.
- Control the controllables.
- Be on board.

Climate Objectives for Next Year:

- More staff socialization opportunities outside of school.
- FAC, PLC, and communication systems in place.
- Respect by students of all school adults (e.g., change the titles of some to ensure students understand they are in charge in some situations, etc.).
- Implement a "Buddy Bench" on the playground (students who need a playmate can sit on the bench; others are encouraged to include students they see sitting there).
- 5th grade clap-in of Kindergartners (only the 5th graders not attending KMAC); clap-out of 5th graders.
- Renew commitment to buddy grades and classes.

Professional Learning Community (PLC):

- Made up of members of the staff. No extra pay for being on this team.
 - All staff who step up for these volunteer positions are amazing!
- 2-3 staff meetings per month and one team meeting per month.
- Cross-grade articulation once per month.
- Hope to CHVE-ize this plan by using a release day to focus on this with substitute release time and PTCO resources.



General Meeting Minutes

Wednesday, April 13, 2016

Language Arts:

- PLC's focus will be literacy, specifically writing. CHVE has the highest writing scores in CCSD, so this hasn't been a focus at our school for quite some time. However, there is always room for improvement.
- Specifically, they will work on collaboration, best practice, alignment focused on kids, and the Lucy Calkins writers' workshop model.
- Master spellers will not need to focus on weekly spelling lists. They should be given the opportunity to practice Scripps National Spelling Bee words.
- Vocabulary programs should be rooted in roots and etymology.
- Enrichment ELA opportunities will be available with the librarian for 1st and 2nd graders (and maybe second semester Kindergarteners).

Math:

- 2015-16 was the first year for the Bridges program. The staff loved it. Next year should be easier. Teachers are given the flexibility to tweak the program and enhance it with other materials as needed.
- Teachers teach to standards not to a program/resource, so the pace and length of each unit may change.
- LD services are provided for special education students with math goals. If you have concerns related to a child on an IEP's math performance, speak up via PST or talk to Sue Beman directly.
- There is no "low" math group when classes are differentiated. Having a low math class is a practice of the past and is not considered good for kids. However, sometimes there is a "double dip" – a child attends a math class and then an additional intervention class. There also will continue to be a "high" math class.

Personal Financial Literacy:

We have PFL standards for each grade level that are integrated into each classroom in different ways (e.g., 4th grade scholar dollars). For a list of standards, please see the [CHVE Proto Page](#).

Students Look Different Today:

- Help the teachers and staff recognize this.
- A speaker will work with the staff to better understand executive dysfunction and other emotional needs. We don't need to label children to be able to help them.
- We need to differentiate behavioral expectations of our students.
- Staff will work to be mindful of the bias we show students that have greater number of risk factors. They need our love the most.



General Meeting Minutes

Wednesday, April 13, 2016

ADD/ADHD, Depression, Anxiety, Dyslexia, OCD, etc.:

- American Psychiatric Association says 5% of American children have ADD/ADHD (1.25 students per class of 25). The CDC says it's closer to 11% (2.75 students per class of 25).
- We need to help each other and use the systems in place to assist these children.
- One size doesn't fit all. We need to differentiate our expectations of our students.
- Assess the skill not work production. For example, if a child understands the concepts taught but does not turn in homework on time that may be okay.
- Google docs voice to text should be a standard. Accommodation is available to every student that struggles with work production in writing.
- Teachers need to celebrate differences and widen their perspective.

Accommodations:

- 504, IEP, best practices are accommodations available for all children, but at CHVE a student shouldn't need a 504 in place to get what is needed in the classroom.
- Teachers should implement accommodations without fidelity. Adults need to monitor that kids are using what is available to them. We cannot rely on the kids to use what is available on their own.

Loss of Recess:

Losing recess should not be a consequence of missing work – especially homework. Often, the children who have the hardest time completing their work are the ones that need recess the most. Loss of recess is only appropriate as a behavior intervention for isolated incidents.

Lunch & Recess:

Everyone agrees that kids are not getting enough time to eat lunch with the current system that is in place. In the upcoming weeks, a new process will be piloted with the second graders that it is hoped will extend the minutes to eat (i.e., kids will eat until the end of the lunch period when the teachers organize kids to clean up and leave). If successful, it will be implemented with all of the classes at the start of the new school year.

Behavior & Discipline:

- The principal is responsible for discipline.
- At the beginning of the year, a unified front of Mrs. Drvenkar, teachers, and mental health staff will speak with every class about behavior.
- The Positive Behavior Incentive Support Team (PBIS) is working on a program to promote positive behavior in the lunch room and on the playground for each grade K-5.
- Expectations vary by teachers/classrooms but there are common expectations in common spaces.



General Meeting Minutes

Wednesday, April 13, 2016

- Children can be sent to Mrs. Drvenkar's office or the mental health office any time it is needed but teachers need to communicate their objective for this "time out."

Mental Health:

- The mental health staff are problem solvers – not disciplinarians.
- Parents should feel comfortable communicating with either mental health provider. Though each is assigned to different grade levels, they share information.
- Providers tailor support according to the teaching team.

Halloween:

Halloween falls on a school day next year. So, the staff has discussed how to address this. The following was decided:

- Students may wear costumes to school.
- An indoor parade for all grades will take place during the first hour of the school day.
- No class parties with treats will occur.
- Halloween-themed learning activities will take place all day.
- No impact to room parents.

Back to School Nights:

- August 11 – Grades 1, 3, 5
- August 18 – Grades 2 & 4

There are many **upcoming events**. Please check the [school calendar](#) or the [Dolphin Chronicle](#) for these dates.

Sherry Sargent Memorial:

- Please join us for the dedication of the Sherry Sargent Memorial on May 11 at 6:00 pm.
- There was some concern about the demolition of the diorama. Please know that the time capsule was preserved.

Meeting adjourned at 10:35 am.

Note Taker: Heather Hobson