

## **GRE Advisory Team Minutes September 12, 2011**

**Attendance:** Richard Schaef, Chairperson, Will Morton, Principal  
1 Parent and 2 Staff Members (see Attendance List)

### **Principal's Report:**

CASP Results – School-wide CSAP results from 2010-2011 were presented and discussed in detail. Current year scores were compared to prior year scores in assessments of status, growth, and gaps and to view trends. For the most part, GRE student scores compare favorably versus the District and the State, although some math scores posted lower than local area schools. An action plan will be established to improve these scores.

Unified Improvement Plan (UIP) – The current School Performance Framework (SPF) was reviewed and compared to the prior year. GRE continues to be designated as Performance Accredited (the highest rating). The UIP will include goals to address growth gaps.

School Climate and Community Participation – This document requested by the District was compiled last year. Goals and results were reviewed.

Watch D.O.G.S. – A kickoff event was held on September 1, 2011. Many dads signed up to participate and the first volunteer started today.

Student Behavior – Principal Morton visited all of the classrooms to discuss the District Code of Conduct and to express student behavior expectations.

Staff Committees– have been organized to focus on current needs as follows:

- Instructional Leadership Committee – to provide teaching strategies and reviews of how students are educated.
- Positive Behavior Support and Student/Staff Recognition – to provide incentive programs for students and staff.
- Student Discipline and Behavior Problem-Solving – to review school-wide processes and procedures, and to provide greater support for students needing intervention.
- Parent University Planning Committee – to provide training to help parents support student learning outside of school.
- Technology Committee – to focus on staff use of available technology.

Weekly Voicemails – Principal Morton started issuing weekly voice messages this year to promote a higher level of communication between the school and the parent community.

Report Cards – Changes will be made to the report card design this year – more information will be provided at the next meeting.

Senate Bill 191 – This Colorado law requires teachers be evaluated based on their effectiveness in educating students. The District is currently creating policies to implement this requirement.

# GRE Advisory Team Minutes

## September 12, 2011

### Staff Changes

- Molly Bachrodt has joined the Interventions teaching team.
- Meg Casey joined the paraprofessional staff.
- Sylvia Harrelson will be leaving the school this fall. A replacement music teacher will be selected at a later date.

Advisory Team Meetings – To improve school/parent communications, the Advisory Team will request that a parent representative from each grade be selected to attend the monthly meetings. Also, a morning “coffee meeting” will be held each trimester starting with one this fall. These informal meetings will disseminate information from the regular meetings and allow those unable to attend evening meetings an opportunity to provide input to the accountability process.

Budget Committee – A District-wide budget review will be performed this year with the goal to reduce expenditures by \$70 Million over the next two years. All schools are expected to form budget workgroups to review district options in November. The accountability team is soliciting staff and parent volunteers for this committee.

PALS/OASIS Tutors – GRE is looking for volunteers for its PALS (reading tutoring) program and its OASIS (tutoring) program.

**GRE Staff Committee Reports:** None.

**Open Forum:** None.

**Old Business:** None.

**New Business:** None.

### Attendance List

Richard Schaef	Chairperson
Will Morton	Principal
Candace Ballantyne	Staff
Kathy Pyrc	Staff
Shelly Dugger	Parent

## **GRE Advisory Team Minutes October 10, 2011**

**Attendance:** Richard Schaef, Chairperson, Will Morton, Principal  
3 Parent and 1 Staff Members (see Attendance List)

### **GRE Staff Committee Reports:**

Positive Behavior Support/Discipline Committee – The PBS and Discipline committees have been combined. A staff survey is being issued to measure current practices and the paraprofessional staff will receive training to improve lunchtime behavior (lining up for lunch and in the cafeteria) this week. Also, the Second Step and the Steps to Respect programs will be presented again this year as part of the classroom instruction.

Parent University Planning Committee – Three topics have been set as such:

- November 3, 2011 – Writing
- January 26, 2012 – Parenting/Life Skills
- May 1, 2012 – Literacy Night

The members are also searching for celebrities/sports figures/authors to make presentations at these evening workshops.

Response to Instruction Committee – Goals include performing a formal assessment and developing a common understanding of the school's Response to Intervention (RtI) process.

Technology Committee – Goals include gaining professional development in uses of technology currently available. A focus will be in the use of Google Apps.

### **Principal's Report:**

Report Cards – Changes have been made to the report card design this year. Report cards are now more grade-level specific to align with the revised District curriculum based on the Colorado Academic Standards. Report card forms for each grade were presented and reviewed.

Welcoming Environment Survey – The survey will be available online beginning October 13, 2011 to coincide with teacher conferences. Laptop computers will be made available during teacher conferences so that parents can access the survey while they are waiting to meet with the teachers. The survey questions were reviewed. It was suggested that space be provided for comments/concerns/suggestions and that the data be sorted by grade level. It was also suggested that several high profile elements be listed and the participants be asked to rank them in order of importance. This exercise may provide insight to areas that need to be addressed by GRE and the Accountability Committee.

Raccoon Run – Results are still pending, but it is estimated that \$10,000 was raised (after accounting for prizes). 20% of the funds (up to \$2,000) will be provided to Mr. Anderson for PE use and the rest will be used to enhance GRE technology.

## **GRE Advisory Team Minutes October 10, 2011**

Coffee Talk – The Advisory Team will host its first “Coffee Talk with the Principal” on October 19, 2011 at 8:00 am. These informal meetings will disseminate information from the regular meetings and allow those unable to attend evening meetings an opportunity to provide input to the accountability process, and to express issues they consider important. To foster the exchange of ideas and discussion, attendance will be limited to the first 10 parents to express an interest in attending. Current plans are for hosting one Coffee Talk per trimester, but more can be added if interest exceeds expectations. It was decided that a Coffee Talk will also replace one of the evening Accountability Meetings – probably in the springtime

Columbine Area Accountability Meeting – A meeting will be held on October 24, 2011 at 6:30 – 8:00 pm at the Columbine High School Hope Memorial Library. The topic will be about the Budget Process.

School Level Budget Workgroup – Every school in the District will participate in a discussion/vote/approval of options provided by the District to reduce expenditures by \$70 million over the next two years. GRE will hold its Budget Workgroup meeting on November 9, 2011 at 4:00 pm. The meeting should take about two hours. The accountability team is soliciting staff and parent volunteers for this workgroup.

Election – Ballots are being mailed out this week – be sure to vote.

**Open Forum:** None.

**Old Business:** None.

**New Business:** None.

### **Attendance List**

Richard Schaef	Chairperson
Will Morton	Principal
Kathy Pyrc	Staff
Liz Moerman	Parent
Evvv Purdy	Parent
Tim Ryckman	Parent

## **GRE Advisory Team Minutes November 14, 2011**

**Attendance:** Richard Schaef, Chairperson, Will Morton, Principal  
3 Parents and 0 Staff Members (see Attendance List)

**Principal's Report:**

Welcoming Environment Survey – Results from the parent survey were presented with comparison charts to the prior year results. 154 people responded to the survey. Overall, the results were favorable and showed improvement from the prior year. A review of a new question showed that of the choices presented, parents selected “Regular communication from my child’s teacher” and “Accessibility of my child’s teacher”, as well as “Positive behavior support for students” and “Instruction in citizenship and anti-bullying”, as the most important items to them. From the comment questions regarding the “most liked thing” and “one thing the school could do better”, parents were most satisfied with the school staff and community, while they would like to see improvement in areas of dealing with inappropriate/disruptive behavior, the lunch time environment, providing educational support for advanced and struggling students, and better teacher communications. Discussion followed on ways to address the areas seen as needing improvement. Also, a few comments from the survey identified issues that can be quickly addressed and action is planned to alleviate the concerns around those issues.

School Climate and Culture/Strategic Plan – Goals for the current year were presented and discussed. One goal was established to improve the response to an element identified from the Welcoming Environment Survey regarding teacher communications with parents. This form will be completed and sent to the District by the end of the week.

**GRE Staff Committee Reports:** None.

**Open Forum:** None.

**Old Business:** None.

**New Business:** None.

### **Attendance List**

Richard Schaef	Chairperson
Will Morton	Principal
Liz Moerman	Parent
Dan Morris	Parent
Tim Ryckman	Parent

## **GRE Advisory Team Minutes December 12, 2011**

**Attendance:** Richard Schaef, Chairperson, Will Morton, Principal  
3 Parents and 1 Staff Members (see Attendance List)

**Principal's Report:**

Budget Reduction Update – Mr. Morton provided an overview of the District's budget reduction process currently underway. It is expected that \$70 million needs to be cut from current funding levels over the next two school years. Based upon input from several sources, reduction targets have been identified. Several targeted areas were presented for each of the school levels (high/middle/elementary). Mr. Morton indicated that discussions with those GRE staff members potentially affected by the cuts have taken place. No final decisions will be made until State funding levels are identified later in the school year (anticipated to be in the Spring).

**GRE Staff Committee Reports:** None.

**Open Forum:**

Acuity Test Results – Kathy Pyrc presented Acuity Test data in detail. Test scores were compared with prior year results and to District scores. The data gives insight as to specific skills needing attention and the staff will be providing additional instruction as necessary.

Volunteer Coordinator – The Advisory Committee has decided to investigate creating a "Volunteer Coordinator" position for the school. A Mission Statement and a position description will be drafted and presented to interested parties for comment. It is thought that this position will coordinate school-wide activities (areas in which the school as a whole needs help). Discussion of how to recruit more parents to volunteer in the school, tasks that can be performed, fundraising efforts, motivation, and volunteering expectations followed.

**Old Business:** None.

**New Business:** None.

### **Attendance List**

Richard Schaef	Chairperson
Will Morton	Principal
Kathy Pyrc	Staff
Dan Morris	Parent
Shelly Morris	Parent
Tim Ryckman	Parent

## **GRE Advisory Team Minutes January 9, 2012**

**Attendance:** Richard Schaef, Chairperson, Will Morton, Principal  
3 Parents and 1 Staff Members (see Attendance List)

### **Principal's Report:**

Governor's Award – GRE received the 2011 Governor's Distinguished Improvement Award from the Colorado Department of Education. The award is given to schools that demonstrate exceptional student growth on CSAP testing scores. GRE is one of the 162 schools in the state and one of the 19 schools in the District to earn this award. It was suggested that the Advisory Team somehow treat the staff for achieving this award. Several ideas were considered which were suggested to Principal Morton that he ask the PTA to consider since Advisory has no funding. Mr. Schaef volunteered to bring muffins in for the staff on behalf of the Advisory Team on Friday, January 13, 2012.

PBIS Expectations in Student Behavior – The PBIS team developed procedures on tracking student behavior problems. The system will be implemented starting January 17, 2011. Discussion of the procedures and goals sought by implementing this new tracking program, along with concerns and potential issues followed.

**GRE Staff Committee Reports:** None.

### **Open Forum:**

Volunteer Coordinator – A position description has yet to be drafted. Discussion of the new position continued from last month. Ideas included making the coordinator a multi-person position, have the coordinator in charge of classroom parents who can communicate with the teaching staff on staff needs, and using SignUpGenius.com to identify and organize volunteer openings.

**Old Business:** None.

**New Business:** None.

### **Attendance List**

Richard Schaef	Chairperson
Will Morton	Principal
Kathy Pyrc	Staff
Dan Morris	Parent
Shelly Morris	Parent
Evy Purdy	Parent

## **GRE Advisory Team Minutes February 13, 2012**

**Attendance:** Richard Schaef, Chairperson, Will Morton, Principal  
3 Parents and 1 Staff Members (see Attendance List)

**Principal's Report:** None.

### **GRE Staff Committee Reports:**

Technology – Discussing the shift in teaching based on today's digital world where teachers are becoming facilitators of learning information that is now widely available on the internet.

Communicating technology uses to the staff and determining what skills are needed.

Considering a policy that would allow students to bring technology items to school that could help in the educational process.

Parent University – The March seminar will focus on raising financially responsible children and will provide tools to teach kids financial responsibility. Also, preparing for the Summer Literacy program – possibly starting book clubs.

Student Discipline/Positive Behavior Support – Implementing Red Slip program to create consistency in staff behavior in addressing student behavior issues. Continuing to administer Steps to Respect and 2<sup>nd</sup> Step anti-bullying programs this year, but considering using Brain Wise and/or other programs next year.

Response to Intervention (RtI) – continuing to address improving individual student skill deficits.

### **Open Forum:**

Cafeteria Atmosphere – It was mentioned that students are being discouraged from talking during lunch – one of the few times during the day that they can visit with their peers.

Dr. Morton explained that talking in the cafeteria has become too loud. The paraprofessional staff has been trying different techniques to lower the noise level and has also been receiving guidance on changing student behavior at monthly meetings. The goal is to allow social interaction, but also to keep the noise level down.

### **Old Business:**

Volunteer Coordinator – A position description which was drafted and sent to participating committee members for comment was reviewed. Changes were discussed. A second draft will be sent to participating committee members for additional comments.

**New Business:** None.

### **Attendance List**

Richard Schaef	Chairperson
Will Morton	Principal
Kathy Pyrc	Staff
Jamie Cook	Parent
Dan Morris	Parent
Evvv Purdy	Parent

## **GRE Advisory Team Minutes March 12, 2012**

**Attendance:** Richard Schaef, Chairperson, Will Morton, Principal  
4 Parents and 0 Staff Members (see Attendance List)

### **Principal's Report:**

Outdoor Lab – The District has set Outdoor Lab fees charged to each school based on the school's free and reduced lunch rate. For GRE, there is no discount applied. GRE is responsible for paying the fee, and will pass the fee along to next year's 6<sup>th</sup> grade students in the form of Student Fees. Fees for next year have been set at \$350. The fees will increase by \$25 per year for the next three years. Current 5<sup>th</sup> graders are raising funds by selling Butter Braids right now. Fundraising from E-Books will be provided to 5<sup>th</sup> graders next school year (current 4<sup>th</sup> graders). A new fundraising program allows all families (all grades) to start raising funds for Outdoor Lab by obtaining a King Soopers reloadable Gift Card. The program deposits 5% of monies added to each gift card into a student's account to pay for Outdoor Lab at a future date.

Coffee Talk – The Advisory Team will host the final "Coffee Talk with the Principal" for this year sometime in April. A date will be coordinated and a notice will be placed in the next newsletter. The Coffee Talk is an informal meeting with no set agenda to foster the exchange of ideas and open discussion.

A Day Without Hate – Will be on April 27, 2012. No activities have been planned as of yet. Once activities are determined, they will be communicated via Dr. Morton's weekly update.

Budget – The District's 2012-13 anticipated budget and its potential impact to GRE was discussed. GRE does not anticipate any change to next year's staffing levels due to budget reductions. However, unless the District can secure additional funding, GRE expects to be operating at a reduced staffing level in the 2013-14 school year.

### **GRE Staff Committee Reports:**

Parent University – The next session will be on March 21, 2012. The Topic will be "Raising Financially Responsible Children".

**Open Forum:** None.

### **Old Business:**

Volunteer Coordinator – The final version of the position description was reviewed and accepted. Volunteers for this position will be solicited in the next newsletter.

### **New Business:**

Committee Chair – Volunteers to chair the Accountability Team are being solicited for the 2012 – 2013 school year. Richard Schaef expressed an interest in continuing as the chairman. Selection of a Committee Chair will be made at the May 2012 meeting.

**GRE Advisory Team Minutes  
March 12, 2012**

**Attendance List**

Richard Schaefer  
Will Morton

Chairperson  
Principal

Jamie Cook  
Dan Morris  
Evy Purdy  
Alex Ryckman

Parent  
Parent  
Parent  
Parent

## **GRE Advisory Team Minutes**

### **April 9, 2012**

**Attendance:** Richard Schaef, Chairperson, Will Morton, Principal  
4 Parents and 0 Staff Members (see Attendance List)

#### **Principal's Report:**

Coffee Talk – The Advisory Team will host the final “Coffee Talk with the Principal” for this year on Tuesday, April 24, 2012. The Coffee Talk is an informal meeting with no set agenda to foster the exchange of ideas and open discussion.

2012 – 2013 Calendar – The school calendar was presented:

08/20/2012 – Teacher Meet and Greet/Drop off supplies

08/21/2012 – First Day of Classes

09/17 – 09/21/2012 – 6<sup>th</sup> Grade Outdoor Lab

11/19 – 11/23/2012 – Thanksgiving Break (one full week)

12/24 – 01/08/2013 – Winter Break

02/15 – 02/18/2013 – Long Weekend – No School

03/25 – 04/01/2013 – Spring Break

04/10/2013; 05/03/2013 – Furlough Days – No School

09/28, 10/24, 11/14, 12/05/2012 – Early Release Days [12:10]

01/30, 02/27, 03/22, 04/24, 05/15/2013 – Early Release Days [12:10]

05/29/2013 – Last Day of School [Early Dismissal 12:40]

Make Your Voice Heard Survey – GRE results from this biennial Jeffco student survey were presented in detail. Responses to questions which were sorted into three main categories (Relationships, Climate, Rigor/Relevance) are positive overall. A few questions disclosed areas where some attention is warranted to improve the student school experience.

#### **Open Forum:**

Mil Levy Campaign – Ruth Epps discussed her involvement with Citizens for Jeffco Schools who are actively pursuing a mil levy initiative on the November ballot that would provide additional funding for Jeffco schools. She is hoping to get two people from GRE (and two volunteers from each of the other area schools) to help her with raising awareness of this proposal. Specific tasks and resources will be provided. Interested persons can contact her at (720) 252-2167 or [RuthAEpps@aol.com](mailto:RuthAEpps@aol.com). Ruth also encouraged everyone to attend the Jeffco Board of Education meeting on May 3 to voice their support of a mil levy. Without the money provided by a mil levy, Jeffco schools are facing a substantial budget shortfall starting in the 2013-14 school year which would necessitate significant staffing reductions.

**GRE Staff Committee Reports:** None.

**Old Business:** None.

**New Business:** None.

**GRE Advisory Team Minutes  
April 9, 2012**

**Attendance List**

Richard Schaefer  
Will Morton

Chairperson  
Principal

Jamie Cook  
Dan Morris  
Evy Purdy  
Tim Ryckman

Parent  
Parent  
Parent  
Parent

## **GRE Advisory Team Minutes May 14, 2012**

**Attendance:** Richard Schaef, Chairperson, Will Morton, Principal  
1 Parent and 0 Staff Members (see Attendance List)

### **Principal's Report:**

2012 – 2013 Calendar – Changes were made to the calendar released last month as follows:

08/17/2012 – Teacher Meet and Greet/Drop off supplies

08/20/2012 – First Day of Classes

08/23/2012 – 6<sup>th</sup> Grade (and maybe Kindergarten) Curriculum Night

08/30/2012 – Curriculum Night for all other grades

Staffing – Changes to staff assignments for next school year:

- Beth Woydziak will retire at the end of the 2012 school year. Shannon Arnold and Tammy Franier will move from job sharing positions to full time positions to fill the vacancy. A decision on how to divide the 5 classes available for 1<sup>st</sup> and 2<sup>nd</sup> Grades will be made later this week.
- Rebecca Jones, Art Teacher, will leave at the end of the 2012 school year. No replacement has been found as of yet.
- Katie Vincent, Music Teacher, will leave at the end of the 2012 school year. Erica Bergman has been selected as a replacement.

2012 – 2013 School Fees – (fees will be provided after the meeting for inclusion in the minutes).

A tentative fee schedule based on curriculum and program materials for next school year:

<u>Grade Level</u>	<u>Fees</u>	
K	\$24.50	[plus a \$10 Technology Fee for Full-Day Kindergarten]
1 <sup>st</sup> Grade	\$36.50	
2 <sup>nd</sup> Grade	\$49.00	
3 <sup>rd</sup> Grade	\$41.00	
4 <sup>th</sup> Grade	\$43.50	
5 <sup>th</sup> Grade	\$41.50	
6 <sup>th</sup> Grade	\$48.50	[plus \$350 for Outdoor Lab]

3rd Grade TCAP Results – Score remained consistent with the prior year with 82% of student rated as Advanced or Proficient. Those students needing attention will be identified when the individual test results come in later this month.

Watch DOGs – Principal Morton is looking for someone to fill the Coordinator position for this activity.

GRE Volunteer Coordinator – Principal Morton is looking for someone to fill this position.

Summer Building Improvements – The parking lot will be repaved, and the fire alarm system will be upgraded.

## **GRE Advisory Team Minutes May 14, 2012**

### **GRE Staff Committee Reports:**

Parent University – The summer reading program kick off will be May 15, 2012.

### **New Business:**

Committee Chairman - Richard Schaefer will continue to serve as the Advisory Committee Chairman for the 2012 – 2013 school year.

### **Open Forum:**

Library Box Tops – Over \$924 was raised this year for the Library with the Box Tops for Education program.

Good News at GRE - It was decided that starting next school year, an email newsletter about GRE and its staff and students would be published to highlight recent accomplishments. Distribution would be to GRE staff and students/parents. Solicitation of ideas and frequency of the publication will be determined later.

**Old Business:** None.

### **Attendance List**

Richard Schaefer	Chairperson
Will Morton	Principal
Jamie Cook	Parent