



# Small Schools Study

## MEETING MINUTES

<b>Date of Meeting:</b>	October 25, 2007	<b>Minutes Prepared By:</b>
<b>Location:</b>	Boardroom - JSSC	Sonja Ballstadt
<b>Time:</b>	3:30pm to 5:30pm	

### In Attendance

- Manny Ortega
- Kevin Hahn
- Dave Montoya
- Sonja Ballstadt
- Mike Grigg
- Evelyn Jacobi
- Sabine De Voe
- Brian Williams
- Lucin Gilliland
- Kathy Hix
- Bryce Hach
- Sandra Lundt
- Carmen Carmack
- Cathy Kipp
- Leslie Shaner
- Rita Brozka
- Jasmine Faulkner
- Sarah Belleau
- Brian Carpenter
- Justin Silverstein
- Amanda Brown
- Sam Aldern
- Bill Peisner

### Welcome - Introductions

### Agenda & Meeting Notes

#### ***Review Committee Charge:***

- Analyze different size schools for program offerings, scheduling implications and cost ramifications.
- Determine consistencies and what essential classes can be offered through the analysis of prototypical models.
- Recommend cost implications to affect 2008-09 student-based budgeting (SBB), the funding formula that allocates funds to schools each year.
- Identify school sizes at which closure may be considered.

#### ***Outcomes for the Meeting:***

- A. Review Work to Date
- B. Review Professional Judgment Panel Process/Work
- C. Obtain Initial Feedback on Preliminary Elementary Prototypical Models

#### ***Review Work to Date: Dr. Kevin Hahn, Dave Montoya and Justin Silverstein***

- Elementary Professional Judgment Panel held on Tuesday, October 16<sup>th</sup>, 2007.
- Junior High Professional Judgment Panel held on Tuesday, October 23<sup>rd</sup>, 2007.
- Participants were Principals and Teachers from various enrollment size schools. Also had representation from Specials Teachers (Art, Music and PE).
- Reviewed Curve Chart Handout – Based on Current Smoothed Curve, Nevada Curve and Wyoming Evidence Based Curve for Elementary, Junior High and High School.
- Work on smoothing “cliffs” when a school gains or loses dollars for one student.

- Principal, Assistant Principal, Special Education, Title 1 and Operations are not included in the data.
- Suggestion to see “dollars” instead of “weights”.
- Question to answer: “What resources do we need at different size schools to provide core academic goals?”

***Review Professional Judgment Panel Process: Justin Silverstein, Amanda Brown and Dave Montoya***

- Small School Study Committee split into 3 groups with Justin, Amanda and Dave leading the groups to discuss the professional judgment panel process and data, and collect questions from each group.
- Handout of “Professional Judgment Panel Elementary Resource List – Preliminary Draft”.
  - Focused on Personnel for a 1 track, 2 track, 3 track and 4 track elementary (K-6) for various enrollment sizes. (171 students up to 684 students).
  - Most of the personnel positions were measured in FTE (full-time equivalent) except for classified and office manager – these were based on head count.
  - Provide same core academic courses at all sizes of schools.
- Handout of “Elementary Professional Panel – Preliminary Data, Student Based Budgeting (SBB) Current Weight vs. Professional Panel Incremental Changes in Cost”.
  - Compares the Current SBB weight against the Elementary Professional Judgment’s Panel Curve.
- Junior High Professional Judgment Panel information was not ready to review at this meeting.
- Questions and *answers (italicized)* from each group:
  - Special Education – Resource Teacher? *Funded through Special Education resources.*
  - Literacy Specialist – how brought into the conversation? *Panel felt it was needed for typical school.*
  - Were the models built on what all schools should have? *Panel built models on what “recommended” personnel will be needed at each school size – 225 minutes minimum for planning time.*
  - Office Managers – 1.000 – clarify? *1 office manager per school, 6hrs a day for 195 days.*
  - Specialists (schedules) related topic. (Resource Teacher/Itinerant). (Travel Time) Possible loss of good people who want to be in one school. *A topic to be addressed by Human Resources.*
  - Did the group deal with duties? *Lunch duty brought up.*
  - Classified – Head count /# of time? *6 hrs.*
  - 6<sup>th</sup> grade impact? *Talked about, no decisions made.*
  - Where/how was the material budget/aspect taken into account? *Material budget not discussed.*
  - Interest in the counseling FTE – in the smaller size schools, the FTE was smaller than the Librarians/Media Specialists FTE but same as the Literacy FTE. *Panel felt comfortable with their decision.*
  - Is the Librarian/Media Specialist 2 positions? *In some cases, they are separate positions, in other cases; it is the same person – classified. Principals would make the decision.*
  - What is included in Specials? *Music, Art and PE.*
  - Is it important to have a full-time office manager as you get smaller in enrollment? *Panel said yes.*
  - At what point would we back in the need for additional (e.g. counseling)? *Not addressed to date.*
  - Can we compare this data with sample schools current picture? *Will work on getting this for the committee.*

- What do we do with this data? *Next meeting, the committee will review the Junior High Professional Judgment Panel information. We will begin to analyze the implications of the data for adjusting the small school student-based budgeting factor.*

**Next Meeting:**

- **DATE CHANGE:** Our next meeting will be on **Thursday, November 8<sup>th</sup>, 2007, at the Poudre High School Media Center**, *instead of Thursday, November 15<sup>th</sup>*, in the JSSC Boardroom.

**Small School Study Committee Time Line**

- Dates of future meetings

Date	Time	Location	Address
September 13	3:30 – 5:30 p.m.	JSSC Boardroom	2407 LaPorte Ave.
September 20	3:30 – 5:30 p.m.	Poudre High School Media Center	201 Impala Dr.
October 11 <b>(CANCELLED)</b>	3:30 – 5:30 p.m.	Bauder Elementary Media Center	2345 W. Prospect
October 25	3:30 – 5:30 p.m.	JSSC Boardroom	2407 LaPorte Ave.
November 8 <b>(NEW)</b>	3:30 – 5:30 p.m.	Poudre High School Media Center	201 Impala Dr.
November 15 <b>(CANCELLED)</b>	3:30 – 5:30 p.m.	JSSC Boardroom	2407 LaPorte Ave.
November 29	3:30 – 5:30 p.m.	JSSC Boardroom	2407 LaPorte Ave.
December 6	3:30 – 5:30 p.m.	Blevins Junior High Media Center	2102 Taft Hill Rd.
December 13	3:30 – 5:30 p.m.	JSSC Boardroom	2407 LaPorte Ave.

**Meeting adjourned at 5:30 p.m.**

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