



Capitol Hill Cluster School

Where Every Child Achieves

Peabody | Watkins | Stuart-Hobson | A DC Public School

LSAT Meeting Minutes Peabody Elementary School February 4, 2020

LSAT Member Attendees: : Meg Booth (Chair), Tiffany Kaijage (Chair), Principal Comeforo, Principal Bell, AP Hollis, AP Boisvert, Katherine Antos, Kate Fiske, Kimberly Griffin, Rachel Houghton, Ebon McPherson, Annie Slattery, Lauren Tate, Finnuala Tessier

Approximately 6 parents and teachers also attended

Budget Norms and Expectations

LSAT and the Principals agreed on the following norms during the budget process:

- “Position” not the person for objectivity
- Equity of voice
- Consider the big picture and long game
- Respect differences of opinion and assume best intent
- Confidentiality is highest priority
- Be open-minded and student-focused

Budget Background:

- Schools’ initial budget allocations were released late February 3, so Principals were just beginning to review
- Principals’ budgets for their schools are due to Superintendents Friday 2/14. Superintendents review and finalize later in the month
- LSAT will hold meetings before February 14 among campuses and as a full LSAT so that LSAT can decide whether it is in agreement with the Principals’ budget submissions

Action: The closed-door budget meetings will be:

- Peabody and Watkins: Monday, February 10, 3:45 pm at Peabody
 - Stuart-Hobson: Monday, February 10, 3:30 pm at Stuart-Hobson
 - Full LSAT: Wednesday, February 12 at 5 pm at Watkins
- The budget process starts with each school receiving an initial allocation based on projected enrollment and unique student needs. Resources for staffing are based on average funding per principal, teacher, aides, custodians and other personnel (salary + fringe) and supplies as opposed to actual personnel and non-personnel expenses at the school

- Compared to last year, the allocation per principal, assistant principal, teacher and custodian increased and the allocation per aide decreased
- Principals can submit adjustments to the budget based on the following:
 - Level 1 positions are non-negotiable
 - Principals may petition for Level 2 changes. Petitions due Friday, February 7, at 9 am
 - Principals have discretion to change Level 3 funding, which includes specific personnel and non-personnel costs, without a petition

Cluster School Values and Vision:

LSAT members and Principals participated in an exercise in which they individually, in groups and as a whole discussed their top values for the Cluster to guide the group through the budget process.

Decision: The following were the top 3 values:

- Equity and inclusion
- Community
- Excellence

Campus Breakout Groups:

Before breaking out by campus, Principal Bell provided the following background on Peabody and Watkins’ initial budget allocations and budget process:

- Principal Bell has the authority and discretion to reallocate budgets and share positions among Watkins and Peabody campuses, as well as have a position that serves both campuses appear on one campus’ budget. LSAT must therefore consider changes beyond the total amount initially allocated to each campus.
- Peabody’s enrollment is projected to decrease by 1 student, and the initial budget allocation increased by \$5,700 compared to the previous year
- Watkins’ enrollment is projected to increase by 9, and the initial budget allocation increased by \$136,300 compared to the previous year

Campus Breakout Groups

Because the budget can be shifted among Peabody and Watkins, Principal Bell asked the Peabody and Watkins breakout groups to consider and recommend:

- How they would increase or cut spending by \$50,000 at Peabody
- How they would increase or cut spending by \$100,000 at Watkins

The Stuart-Hobson group went over their initial budget allocation and what was submitted last year.

Action: LSAT members will review and seek feedback from the Cluster community on the budget in advance of budget meetings.

Updates and Public Comment:

None

The LSAT meeting ended at approximately 8:00 pm. The next closed-door budget meetings are listed above and the next monthly LSAT meeting will be Tuesday, March 3 at Stuart-Hobson.