



# Capitol Hill Cluster School

## *Where Every Child Achieves*

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

### **LSAT Meeting Minutes Virtual Teams Meeting June 2, 2020**

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

Approximately 11 parents also attended

#### **Enrollment Updates**

Staff available to assist with online enrollment if parents are having trouble. Principals asked for feedback from families about confirmation emails they receive. Parents noted most get a confirmation when submit and when school approves. Some difficulties were indicated with the form freezing or not easily showing what required information is missing, but overall the transition to online enrollment was noted as positive. Although online form is more efficient, outreach is more difficult without the typical face-to-face and flyer reminders at Watkins and Peabody - teachers and admin will boost communication directly to families in coming weeks.

- Stuart Hobson – Projected enrollment of 513 students for SY2020-21. Increase from 480 in SY2019-20. Currently 38% enrolled. Behind where enrollment is typically when school year ends, but understandable since less in-person incentives and reminders to enroll and school ended early.
- Watkins: Projected enrollment of 456 students, 30% currently enrolled
- Peabody: Projected enrollment of 221 students, 55% currently enrolled.

#### **Budget Updates**

Budgets that were submitted by Principals were approved. As with years past, Principals are allowed to go back to those budgets to do reprogramming in preparation for next year. Although this is very different from a typical school year, both Principals stated that they do not recommend making major changes to support next year's school structure given the ongoing pandemic.

Both Principals making recommendations for vacant positions and potential reprogrammings but holding off on final decisions until new Principals announced (expected mid-June).

Peabody:

- Increased: PE Teacher from 0.5 to full time
- Changed Custodial staff classification
- Status of vacancies:
  - PE: Full time position accepted by Ms. King
  - Custodial position: Accepted by Mr. Hill
  - Music vacancy: Working to hire. Ms. Coleman resigned
  - Instructional Coach: Has been offered to Sharonda Irving, Instructional Coach for Literacy

Shared Positions for campuses: Social Workers, psychologists, business manager

Watkins:

- Cut: AP, Reading Specialist, 2 aides.
- Increases: Urban Teacher to support a math classroom, 0.5 business manager (shared with Peabody), special education aide, Director of Strategy and Logistics (DSL).
- Status of vacancies:
  - DSL: Offered but not yet accepted
  - Urban teacher: vacant
  - 0.5 Business Manager: vacant
  - Special education aide: vacant
- Other vacancies:
  - Ms. Wecker (1<sup>st</sup> grade) moving out of state. Hired a general education teacher into this position. There may be shifting of teachers from upper to lower grades.
  - Ms. Wall (special education teacher): Promoted to DCPS Central Office
  - Reading specialist that was cut has since accepted another job. Still determining whether to hire this position by reprogramming funds.

Stuart Hobson:

- Cuts: ELL teacher, will use itinerant teacher from Central Office.
- Increased: Behavior Tech, World Language teacher, SPED teacher, and part-time custodian
- Status of vacancies: :
  - Behavioral tech: Option for next principal to reprogram
  - World Language Teacher: Ms. Brewer accepted the position
  - Other vacancies in process of being filled (offers out)
- Reprogramming for at least some of \$30k for field trips to other uses is likely given the reality of fewer field trips on SY20-21

Covid related budgeting: DCPS has indicated they will provide PPE and covid-related cleaning supplies. Schools still need to budget for typical cleaning and bathroom supplies and custodial services. It is likely Peabody/Watkins will still need additional resources for custodial services and reprogramming is currently being considered.

### **Principal Transitions**

New Principals will be announced mid-June. Both trying to set up so hand-off that some work is done but flexibility remains to make changes. Principal Bell has set up Reopening Committees at Peabody and Watkins to support the new Principal.

Now DCPS has better transition forms to help new Principals coming in with a lot of logistics.

### **Election**

Parent representatives: 2 running for Stuart-Hobson, 2 running for Watkins, 1 running for Peabody. Voting will be online, sent out by Meg and results received and monitored by former Cluster parent.

WTU: Teachers won't hold their elections for teacher positions until fall, so current teachers will hold posts until then.

Suggestion for consideration in future years: Do better welcoming in families who are starting in later grades. Consider LSAT adding at-large, 1-year, and/or cross-campus positions with elections in the fall to help engage new families.

### **Parent Feedback**

Surveys are being developed and distributed for teachers and parents by Cluster schools administration in order to get feedback directly from school communities to schools. This is different from surveys sent by DCPS.

- Teachers: Watkins/Peabody teachers received survey last week
- Family: Will be receiving a survey for students and families to assess how they felt during distance learning.
- Principal Bell also held 2 Peabody/Watkins parent zoom calls. Principal Bell sent that parent feedback and a specific request from early childhood education teachers for support to Melissa Kim, Deputy Chief of Schools.

### **Public Comments**

Thank you went out to Principals Bell and Comeforo for their dedication and service to the students, teachers and families of the Capitol Hill Cluster School. This was their last LSAT meeting.

Next meeting: July 7, 2020 (virtually)