

## Ludlow Taylor LSAT Meeting

**Date:** 6/06/24      **Time:** 7:00 pm      **Location:** Virtual/Zoom

**In Attendance:** **Penelope Miller** (Principal); **Heather Martin** (parent rep); **Sandy Watson** (Assistant Principal); **Rodney Parker** (2<sup>nd</sup> grade teacher & teacher rep); **Cate Brandon** (parent rep & chair); **Elisabeth Golub** (4<sup>th</sup> grade teacher, teacher rep, secretary) **Yakeema Blackstone** (Pre-K 3 teacher, teacher rep). **Caleb Ward** (parent rep). Approximately 15 total additional teachers/parents/caregivers at different times on the call.

### Planned Agenda

1. Staffing for next school year
2. Enrollment
3. Comprehensive School Plan (CSP) Data

### Notes (action items in red)

- Meeting notes approved from April & May

#### 1. Staffing for next school year

- Dr. Miller shared that hiring has been slow going. The school has hired the Director of Logistics, as well as the TLI special education teacher (position that will be 1/2 teaching and 1/2 paperwork). There was a question about whether the Director of Logistics was an internal hire; Dr. Miller shared that it was someone new to the school.
- Dr. Miller shared the school is still looking for one PE teacher, one teacher for a CES classroom, one special education aide, and one resource teacher. There was a question about which PE teacher was leaving. PTO president shared that one was moving out of state.
- Dr. Miller shared that it has been very challenging to hire for the CES classroom since it's been hard to find someone with experience in a similar role. In her experience, if applicants haven't taught in a self-contained classroom and/or worked with non-verbal students, it's hard to retain them.
- LSAT Chair asked if there is a parent rep on the hiring committee. Dr. Miller responded that there isn't but that the school would be open to that and could look into it for next year. The PTO president added on that there's some guidance on this in the WTU contract—it sounds like the school's WTU rep would need to sign off on adding a parent rep. **Dr. Miller, PTO, &**

**next year's WTU rep can look into the process of adding a parent rep to the hiring committee.**

- Dr. Miller went on to talk about the additional budget funds approved by the city council since last month's meeting—for LT, an additional \$253,000. The school may use some of the funds for an ET 15 who can support as a math resource teacher. Another option would be adding another office position.
- There was a question about funding for the Foodprints program next year. Dr. Miller shared that Footprints will be fully funded by the City Council. Previously, schools had to pay for the program through their individual budgets. Going forward, Foodprints will receive funds on a yearly basis for the schools that they work with. Since it's a "sliding scale" funding stream (e.g., Foodprints will receive more money for schools that are Title 1 and/or east of the river) it would be helpful if the PTO can still help Foodprints with fundraising to cover the cost of operating at LT. For example, there are opportunities to apply for funding through The Capitol Hill Community Foundation. **The incoming PTO can reach out to Jen Mpara, Foodprints' director of education, to talk about fundraising opportunities next year.**
- A parent rep shared the view that it's important for the City Council to understand that this process of getting money reallocated back to schools after budget decisions have been made is very challenging for schools and doesn't support stability.
- A parent rep asked if Dr. Miller could speak to the rumors parents are hearing about lots of teachers shuffling around internally. Dr. Miller responded that there is movement between grade levels, and that the school is trying to find a match between knowledge and interest. One of the school's priorities is math instruction. She stated that she is talking to teachers about any anticipated shuffling. Per the WTU contract, teachers need to know their position for the next year by the last day of school. A parent on the call reminded Dr. Miller that there was confusion at the start of this school year with families not getting teacher assignments or getting incorrect information. **The school will proactively let families know their child's homeroom teacher in August.**

- There was a question about any updates on the projected number of 5<sup>th</sup> grade classes for next year (2 classes, down from 3). Dr. Miller stated that with the extra funds, and depending on enrollment, this may change.

## 1. Enrollment

- Dr. Miller shared that enrollment has been very challenging this year due to the new system. Right now, LT has 369 students who are fully enrolled. We still have 104 students we need to enroll to meet our projected enrollment. Some of our students have enrolled but their enrollment packets aren't complete (470 students are in Aspen for next school year). Ms. Thompson, Ms. Lancaster & Ms. White are currently going through and checking everything and working with families to get everything in. For families who are having difficulties with the Aspen system, the office can print out enrollment packets for students who are re-enrolling.
- PTO president shared that they are hearing from about 3-4 families a day who think they have enrolled their child but haven't been able to get confirmation from the school. **Dr. Miller said she will follow up with the office staff about this.**
- A parent rep asked for an update on the waitlist for next school year. Dr. Miller stated that the school is trying to get through quickly. She shared some grade-level waitlist information. For the incoming 5<sup>th</sup> grade classes, 6 additional students have matched through the open lottery. Currently, only 30 current 4<sup>th</sup> grade LT students are reenrolled for 5<sup>th</sup> grade.
- The PTO president asked if the school can reach out directly to families who haven't reenrolled. **Dr. Miller said the school can reach out to families who are expected to return but haven't reenrolled. Ms. Golub can support reaching out to rising 5<sup>th</sup> grade families.**
- Dr. Miller specified that the school has created class lists for next year based on who we think is returning, not just students have fully re-enrolled. LSAT chair asked if there is an active process for tracking students/families not returning. Dr. Miller explained that we can't unenroll a student until will know the student's next school, even when they are moving to a different state .
- The Chair asked if Dr. Miller can share some of this enrollment information with families. A teacher rep asked if teachers can also get some sample language for reaching out to families to makes sure they know what to do

to complete enrollment. A parent shared it would also be helpful to make sure parents understood that completing enrollment for LT will not affect their position on waitlists for other schools. **Dr. Miller will include enrollment updates in the next parent newsletter and can provide sample language to teachers to share with families about enrollment. The PTO president will also share information in the PTO update.**

### 3. CSP Data

- Dr. Miller shared some data relating to CSP. Some of these goals are set by the district, other are set at the school level. A change this year is that there will be a needs assessment looking at 3 years of data. Dr. Miller & AP Watson will do this work Central office and set plans for next school year.
- Dr. Miller shared some the DIBELS reading data for K-2 students, showing trends over the past 3 years. The most recent data is from the Middle of the Year (MOY), since not all End of Year (EOY) data is in yet. LT students still show an achievement gap, but it's narrowing over time. Proficiency rates are highest they've been in a while. CSP going forward will look at how to address the gap we still have.
- The Chair noted that CSP had a bunch of specific action items, like teacher observations, survey data, etc, and asked if any of this information is available to share. Dr. Miller replied that this is part of what admin look at with the Instructional Leadership Team (ILT) at the end of the year.
- The Chair asked if the teacher survey data related to CSP is available. Dr. Miller responded that the deadline for this survey (the Insight Survey) was extended since we need at least 40% response rate to get a report.
- The chair reiterated that it would be very helpful for the group of people who will be helping with CSP in the fall to see the data. The PTO president echoed this, adding that data related specifically to math, including feedback on the math curriculum being implemented in 4<sup>th</sup>, would be helpful to see.
- There was a brief discussion of progress on the DEI committee. Dr. Miller said she would like this committee to begin its work in September.