

**Central and East Lawrence Elementary School Consolidation Working Group
November 21, 2011, Meeting Minutes**

Data Report: Superintendent Rick Doll presented preliminary information pertaining to the Lawrence Board of Education's Excellence Goal 1, Action Step 3: "Develop an accepted standard for kindergarten through grade 5 elementary school programs and services. Consider additional accepted standards for schools with specialized programs/populations (e.g. early childhood, ESL cluster sites, etc.)" In preparation for a formal report to the school board in January, elementary principals, school staffs and site councils developed and ranked a preliminary list of programs/services viewed as "basic" to an elementary acceptable standard. (Addendum 1)

Gaps in Criteria: The Working Group reviewed previously discussed important characteristics or qualities (tangible and intangible) of a good elementary school (9/19/11 Minutes) and equity considerations (10/17/11 Minutes), along with the board-approved Vision Statement for Elementary School Facilities included with the group's charge. (All are available on the district website at: <http://www.usd497.org/Consolidation/>)

Members suggest enrollment size, class size, school size, walkability, transportation, equity and facility size as important factors to consider when evaluating scenarios. A member summarized the report of the Research Subcommittee of the Elementary School Facilities Vision Task Force.

Scenario Building: The group discussed elements of "broad-stroke" scenarios submitted anonymously to the co-facilitators shortly before the meeting. Members discussed Woodlawn's role in the committee, adequate acreage in relationship to school size, single-story versus multi-story facilities, school finance, the school district's current budget and its contract with consultants RSP and Associates to prepare detailed planning documents for six scenarios.

Data Requests: Members requested research and per pupil costs related to "high poverty schools that work" and elementary site plans that include acreage and square footage of facilities, parking lots, playgrounds, etc. The group requests that data be provided in written form as soon as it becomes available, without a presentation unless questions arise.

Meeting Evaluation: Members asked that co-facilitators share scenarios with the whole group as submitted, rather than distilling key elements as discussion starters.

Agenda Development: The requested data will be provided in written form. Members will review previously discussed Ground Rules (Addendum 2) prior to the meeting. The meeting time will be reserved for scenario development/discussion. Members will submit scenarios with as much detail as possible to the co-facilitators (kames-oliver@ku.edu and goodyear@ku.edu) by Sunday, November 27, to be distributed to the full group on Monday, November 28. Members may submit proposals anonymously and are responsible for writing scenarios in such a way as to protect anonymity. The anonymous scenarios submitted prior to the November 21 meeting will be sent to the group. Hillcrest, Kennedy and Sunset Hill representatives will share proposals.

Meeting Schedule: December 5 and 19; January 2, 16 and 30.

Lawrence Board of Education

2011-12 Goals

- **Goal Focus Area I: Excellence –**
“Raise the Achievement of all Students in the Lawrence Public Schools”
- **Goal 1:** “Redesign our Schools for Student Success”
- **Action Step 3:** “Develop an accepted standard for kindergarten through grade 5 elementary school programs and services. Consider additional accepted standards for schools with specialized programs/populations (e.g. early childhood, ESL cluster sites, etc.)”

Program-Focused School-Based Discussions

- Elementary Principals
- Elementary Building Leadership Teams, Teachers and School Staff
- Elementary Site Councils



Common Themes Emerged

An acceptable standard should:

- Enable elementary schools to proactively plan for providing effective, high-quality and consistent educational programming for all students.
- Support the allocation of capital and human resources to the areas of greatest need to maximize student achievement.

Priority 1

- Full-Day Kindergarten Programs
- Full-Time Elementary Principals
- Small Class Sizes
- Reading and Math Specialists
- Full-Time Nursing Services
- Full-Time Counseling/Mental Health Support Services
- Before- and After-School Programs



Priority 2

- Learning Coaches
- Full-Time “Specials” Teachers (Art, Music, P.E.)
- Full-Time Library-Media Services
- Addition of Fourth “Special” (Science/Technology)
- Parent Involvement/Family Support Facilitators
- Access to 21st Century Technology

Priority 3

- Greater Flexibility with Virtual School
- Transportation
- Assistant Principal for Larger Elementary Schools



Next Steps

- This is a Preliminary List.
- Formal Report due to the School Board in January

From the September 7, 2011, Meeting Minutes

Working Group members established ground rules:

- Start and end meetings on time.
- Let people finish, don't interrupt.
- No side-bar conversations.
- Avoid evaluation of ideas when brainstorming.
- Remain open to the process, leave agendas at the door.
- Clearly state status of the proceedings at the end of each meeting.
- Create an agenda for the next meeting at the end of each meeting.
- No planning meetings will be held between meetings by facilitators, chair or staff, without consulting the Working Group.
- Ask, rather than assume.
- Don't talk over others.
- Everyone is equal in the room, respect one another.
- Working Group members are encouraged to challenge facilitators, chairman and superintendent if they appear to be steering the group and veering away from neutrality.
- Members of the public may pull up a chair and listen to small group discussions, but will not be allowed to participate in the discussions.
- Be present, no texting or phone calls.