

Knapp CSC Meeting Minutes

Date:

Monday, Nov 11, 2024

Attendees

Jessica Lujan - Principal
Kevin Simmering - Teacher
Greg Rios - Teacher
Elizabeth Townsend - Teacher
Marlene Plesko - Parent
Erica Torres - Parent

Agenda/Minutes

School Closures:

Castro is on the list for school closure

Knapp is on the list to absorb some of their students

We have not received any information as of yet on how that will affect our population or budget.

More to come from the district later

Instructional Para:

We are down one instructional PARA and need to decide if we should try and absorb the duties by reshuffling our current PARA's duties or higher for the position.

Not Hire:

- The position has been a consideration during the RIB process the past few years
- If we absorb the duties and responsibilities among our current PARAs we would save money toward the budget and not have to consider RIBBing the position next year.
- When considering reshuffling primary classrooms would take priority.
- Other areas to consider would be 4th and 5th grade literacy and lunch/recess duties.
- Staff inside the building have inquired about the position - which may lead to a position to be filled in other areas.

Hire:

- Maintaining current workload for all that are involved
- With Castro closing and Knapp projected to grow, possibly the budget will also grow.
- Staff inside the building have inquired about the position

Overall opinion - go ahead and hire for the position over absorbing duties.

Next steps

The Personnel Committee will hold interviews on ~~Monday 11/18 after school.~~
Rescheduled

Next Meeting

~~January 7, 2025 at 7:15 in Knapp Library~~—Rescheduled to Jan 16th

Roster Verification Report 11/24

	ELA-E	ELA-S
ECE	20	20
Kinder	24	34
1st	25	28
2nd	23	27
3rd	26	23
4th	23	23
5th	29	28

Date:

Thursday, Jan 16, 2025

Attendees

CSC Members: Elizabeth Townsend, Erica Torres, Marlene Plesko, Balvina Ricalday, Kevin Simmering, Michelle Cabrales, Greg Rios, Jessica Lujan

Agenda

Initial Budget Development Mtg:

- Confirm completion of CSC Budget training
- Review Preliminary Projections
- Confirm SPED Allocation Guidelines
- Review Staff survey results
- Set timeline to finalize Budget and Hiring needs

Open Positions

- 2 SPED Para Positions - Dedicated Adult Support for Cross Cat
- Interviews week of 1/6/25

Minutes

Date:

Thursday, Jan 23, 2025

Attendees

CSC Members: Elizabeth Townsend, Marlene Plesko, Kevin Simmering, Greg Rios, Jessica Lujan

Agenda

Budget Development Follow Up Mtg:

- **Budget Update:** Little more money - we should have the ability to hire two more positions/or extra paras and still have enough to build our reserves.
- We agreed on the three scenarios presented at the last meeting to present to the staff for discussion and vote.

Next Steps

- Clearly define each scenario and get them out to the staff. [Scenario Results](#).

Date: March 21, 2025

Attendees

Knapp CSC- Elizabeth Townsend, Erica Torres, Marlene Plesko, Balvina Ricalday, Kevin Simmering, Michelle Cabrales, Greg Rios

Knapp SLT- Lauren Bailey, Rosario Sabatte, Christine Kaminske, Amber Castro, Megan Rawsom

Agenda

- Finalize Workday schedule for next year -[Feedback Survey](#) results
- CMAS Updates- Draft Schedule and upcoming PD
- Hiring Updates- Open positions
 - **Staff Transitions:**
 - Leslie Martinez, Kinder ELA-S – transitioning to new grade level at CMS
 - Kerry Cooke, Kinder ELA-E – FMLA to welcome her new baby from Aug-Dec
 - Lori Sotelo, Kinder Para ELA-S --FMLA to welcome her new baby as well from Aug-Nov
 - Grace Haggerty Knapp Social Worker -rejoining friends and family back home in Chicago
 - Wilz Soto - accepted Psych position with DPS and will be starting her own private practice
 - Monica Flowers- moving with family to Florida
 - **New and Open Positions:** We are currently seeking passionate and dedicated individuals to join our team in the following roles:
 - Kinder ELA-S
 - Kinder ELA-E Long-term Sub
 - Primary Intervention E/S K-2
 - Intermediate Intervention E/S 3-5
 - Social Worker -Full-time
- Non-student Contact Days
 - Sept 19th or 23rd
 - Oct 10th or 14th
 - Feb 13th or 17th
 - April 6th

Next Steps

- **Share decision with staff and families:**

- Workday Schedule Adjustment for Next Year

- After careful discussion with our SLT and CSC and thoughtful consideration of staff feedback, we have decided to adjust our workday schedule for the upcoming school year. Beginning next year, our workday will shift from 7:15 AM - 3:15 PM to 6:50 AM - 2:50 PM.

- This change is a result of an updated bus schedule from our transportation department, which required us to reconsider our start and end times. While we recognize that this adjustment may not be ideal for all students and families, we made this decision collaboratively, ensuring that staff input was a key part of the process. We acknowledge that an earlier start time will require some adjustments, and we appreciate your flexibility and commitment as we navigate this transition together.

- **UIP 2025/2026 - Literacy Model Design Theory**
- **Apply for non-student contact days**

Date:

Attendees

Agenda

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Next Steps

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