

# Shepherd Elementary School LSAT Meeting Minutes

January 15, 2025

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## Agenda

- **Insight Survey Results**
- **Updates: Staff survey (potentially PTO w/ LSAT); Hiring, Shepherd Handbook and IB Review; Early Readers start 1/14 and Playground Opening**
- **Review of the Budget Process**

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## Action Items

- **Insight Survey:** Shepherd is below the average score in all areas surveyed.
- The lowest four areas have been prioritized for an action plan.
- Staff were interested in adding recommendations on add Diversity, Equity and Instructional Planning for Student Growth
- LSAT will form a subcommittee to dig deeper into data and offer support to the Academic Leadership Team.
- Principal Russell can share the list of survey questions.
- LSAT Co-Chair Ms. Pereira will take the lead in developing a survey in collaboration with teachers and PTO to gain a better understanding of morale and potential supports for staff to improve overall outcomes at Shepherd.
- **Early Reading Program:** Contact Ms. Offer if you would like to be connected to the program coordinator to learn how to volunteer.
- Next meeting will be held on February 19, 4-5pm. Send agenda items to Ms. Pereira and Ms. Snyder

# Notes

## Insight Survey Results

- **Teacher survey to get a pulse on how the school year is going that has 11 categories based on DCPS goals for elementary schools.**
- **Overall, teachers rated lower than average mark for all domains. The top scores were academic opportunity and peer culture. Academic Leadership Team is looking at four lowest areas and developing a plan for improvement: evaluation, observation and feedback, learning environment, and leadership (details on slides). Discussion that the domains overlap and interpretation may vary.**
- **Teachers were able to add comments that are included in the summary report. Feedback including improving collaboration and more desire for observation and feedback including coaching support and having clear expectations and deliverables.**
- **Recommendation for Academic Leadership Team meet with teacher to gather more specific feedback from teachers on what supports would be helpful.**
- **Discussion about what supports could DCPS Central Office provide on domains and understanding of their expectations. DCPS Becoming team and central office staff have participated in site visits. Principal Russell attends DCPS Leadership Academy that also provides support.**
- **Teachers will be completing a spring survey where we can assess progress.**
- **Action items: Recommendation to add Diversity, Equity and Instructional Planning for Student Growth with the other four areas.**
- **LSAT will form a subcommittee to dig deeper into recommendations and offer support to the Academic Leadership Team. Principal Russell can share the list of questions asked in the survey.**

## Updates

### Staff Survey

- **DCPS teacher transfer and commitment window opens in March.**
- **The goal of the staff survey is to improve retention and inform programs and incentives that the Admin and PTO can support. Survey will include a few questions around teacher morale, culture and climate, and inquire about types of teacher appreciation activities that are most useful.**
- **LSAT Co-Chair Ms. Pereira will take the lead in developing a survey in collaboration with teachers and PTO to gain a better understanding of morale and potential supports for staff to improve overall outcomes at Shepherd.**
- **Suggestion to consider having a comment box for continuous anonymous feedback.**

### Staff Vacancies, Handbook, IB Review, Playground.

- Current vacancies: 1<sup>st</sup> grade, CES teacher and 3 CES aids needed. There are a few teachers on leave and vacancies for long-term substitute position.
- Handbook: Completed a review of the school-wide matrix and next phase will focus on classroom expectations, consistency throughout the classroom, and norm on responding and consequences for expectations. Aiming to finish it by the spring with the goal of implementing classroom expectations component soon after. Full Handbook will be rolled out the next school year. DCPS Becoming and Transcend have been collaborating with the staff to develop this resource.
- Renovated early childhood playground will open soon. The fence needs to be installed, and surface inspected, which is all dependent on weather conditions.

### Shepherd Early Reading Program

- K-2<sup>nd</sup> grade students identified by teachers were invited to join an Early Reading Program run by neighborhood volunteers that started on January 14 and will be held Tuesday through Thursday from 8-8:30am. Currently, the program has 10 volunteers with 7 students starting and 20 students received an invitation.
- Contact Ms. Offer if you would like to be connected to the program coordinator to learn how to volunteer.

### Review of the Budget Process

- Expected to receive a draft budget in early February for the next school year. Principal Russell will host a conference call to review it followed by the Admin team meeting to make preliminary recommendations (open and closed sessions will be held review staffing budget). Budget includes required staff allocations and flexible allocations (including non-personnel related expenses).
- DCSP Leadership Academy informed that this budget will be tighter than last year. Shepherd 2024-2025 budget was a net increase, but it was impacted by staffing salary levels that increased (see slide for detailed breakdown)

Next meeting:

- February 19, 4-5pm
- Send agenda items to Ms. Pereira and Ms. Snyder