

# Collaborative School Committee (CSC) Meeting Minutes

**Montbello Career and Technical High School (MCT)**

**Date:** May 27, 2026

**Time:** 4:38 PM – 5:18 PM MDT

**Location:** Google Meet

**Recorded By:** Computer-generated transcript reviewed for meeting minutes

Source:

## Attendees

- Arnetta Koger
  - Curtis Whitman
  - Jacqui Patterson
  - Shaunte Timmons
  - Shawn Wlodarchak
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## 1. Call to Order and Agenda Review

Principal Koger opened the meeting and reviewed the agenda, which included:

- Review of prior minutes and roll call
  - 2026–2027 Unified Improvement Plan (UIP) Cover Page
  - CSC Election Results
  - Staffing and Position Updates
  - Multilingual Education (MLE) Program Review
  - CSC Meeting Schedule for 2026–2027
  - CSC Principal Feedback Process
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## 2. 2026–2027 Unified Improvement Plan (UIP) Review

Principal Koger reviewed the UIP Cover Page and upcoming deadlines.

### Key Discussion Points

- Leadership team is actively preparing the 2026–2027 UIP.
- Several required components are due June 4, 2026.
- Remaining components are due August 7, 2026.
- Updates include:
  - School calendar adjustments
  - Revised bell schedule
  - School culture plan
  - Instructional Leadership Plan
  - Staff handbook revisions
  - Special Education staffing plans
  - IOT roster responsibilities

## **Attendance Focus**

The committee discussed attendance as the school's primary root cause affecting student success.

### **Key Takeaway:**

Continued emphasis will be placed on improving attendance and reducing chronic absenteeism, building on gains made during the 2025–2026 school year.

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## **3. Bell Schedule Discussion**

Mr. Whitman raised questions regarding the new bell schedule, specifically the 7:55 a.m. start time and Student Support period.

### **Clarifications Provided**

- Advisory time has been shortened.
  - Student Support will occur Monday–Thursday from 3:02 p.m. to 3:55 p.m.
  - Support days are assigned by content area:
    - Monday – English
    - Tuesday – Math
    - Wednesday – Science/Social Studies
    - Thursday – Electives/CTE
  - Teachers may allow students to attend support sessions outside their designated day as needed.
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## **4. CSC Election Results (2026–2027)**

The following committee memberships were announced:

### **Collaborative School Committee (CSC)**

- Alejandra (new member)

- Curtis Whitman (returning)
- Shaunte Timmons (returning)

## **Personnel Committee**

- Alejandra
- Curtis Whitman
- Shaunte Timmons

## **School Leadership Team**

- Jacqui Patterson
- Forrest Bell
- DCTA Representative

## **DCTA Representation**

Shawn Wlodarchak confirmed:

- He will attend CSC meetings as the DCTA representative.
  - Miss Secret will attend downtown union meetings.
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# **5. Staffing and Position Updates**

Principal Koger provided updates on staffing for the 2026–2027 school year.

## **Filled Positions**

- School Psychologist: Samantha Homer
- Dean of Culture: Jerian Ham
- Language Arts Teacher: Dustin Marorrow

## **Open Positions**

- Mathematics Teacher
- 0.5 Physical Education Teacher

## **Applicant Pools**

- Approximately 22 applicants for the 0.5 PE position.
- Strong candidate pools are available for current openings.

The committee discussed the increase in applicant numbers compared to previous years and viewed this positively.

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# 6. Multilingual Education (MLE) Program Review

Principal Koger and Mr. Patterson shared the results of the school's MLE Program Review.

## Results

MCT achieved:

✔ 100% compliance in identifying and supporting Multilingual Learners (MLLs)

## Areas of Success

- Timely student identification
- Proper placement in services
- Ongoing monitoring and testing
- Effective use of evidence-based support systems
- Strong collaboration among staff

## Recognition

Special appreciation was expressed for:

- Jacqui Patterson
- Olga and the MLE support team
- All teachers supporting multilingual learners

The committee celebrated the school's improvement from an "Approaching" rating in the previous year to full compliance.

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# 7. 2026–2027 CSC Meeting Schedule

The committee agreed to continue meeting quarterly, as required.

## Approved Meeting Dates

| Quarter | Date               |
|---------|--------------------|
| Q1      | September 23, 2026 |
| Q2      | December 16, 2026  |
| Q3      | February 17, 2027  |
| Q4      | May 12, 2027       |

## Additional Information

- CSC Fall Training is scheduled for September 16, 2026.
  - Additional training information will be provided in August.
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# 8. Principal Feedback Process

Principal Koger reviewed the CSC Principal Feedback document process.

## Discussion

- Committee members will collaboratively complete a single feedback document.
- Jacqui Patterson volunteered to create the working copy.
- Committee members will provide collective input.
- The completed document will be shared with Principal Koger after completion.

Principal Koger exited the meeting to allow the committee to complete the feedback discussion independently.

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# Adjournment

The formal CSC meeting concluded at approximately **5:18 PM MDT**.

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## Action Items

| Action Item  | Responsible Party | Due Date                |
|--|-------------------|-------------------------|
| Complete remaining UIP Cover Page requirements           | Leadership Team   | June 4, 2026            |
| Finalize school calendar and bell schedule documentation | Administration    | August 7, 2026          |
| Continue hiring process for Math and PE positions        | Administration    | Ongoing                 |
| Attend CSC Fall Training                                 | CSC Members       | September 16, 2026      |
| Complete Principal Feedback Document                     | CSC Members       | Before next CSC meeting |

Send calendar invitations for 2026–2027 CSC meetings

Principal Koger

Prior to September meeting

**Meeting Adjourned.**