

Newberry Academy of Math and Science

Local School Council

Meeting Minutes

Meeting Date:	20 January 2015	Attendees:	Jasmine Alexander, Parent Rep Susan Bailey, Parent Edward Collins, Assistant Principal Pat Cullen, Community Rep Linda Foley, Principal Josh Greenberg, Teacher Rep Kathleen Haggerty, Community Rep Gladys Hansen-Guerra, Parent Rep Chris McGuire, Parent Rep Lydia Murray, Parent Rep Jessica Ramirez, Parent Mark Walsh, Parent Rep
Next Meeting Date:	9 February 2015		

Item No.	Description
2013-09-16.07	<p>LSC Training</p> <p>CPS is planning to renew their interest in LSC training and intends to audit LSCs (especially of high-performing schools) within the next 2 years to check compliance.</p> <p>Gladys Hansen-Guerra will share the training calendar with new LSC members in hard copy and electronically.</p> <p>28 October 2013 – Kara Kosloskus stated that the training is now available online, except for the Budget module. Kara asked if Gladys could send out a schedule for upcoming training for the Budget module.</p> <p>18 November 2013 – Budget module will be online in January.</p> <p>16 December 2013 – The budget module still isn't online, so CPS has scheduled in-person sessions. The new anticipated roll-out is in February.</p> <p>24 March 2014 – Gladys Hansen-Guerra was at LSC Relations today and was informed that all training is on hold until after upcoming LSC elections. She was also told that the budget module will be online in May.</p> <p>15 September 2014 – All modules are online except for the budget module. Gladys will contact CPS to find out when that module will be online.</p> <p>20 October 2014 – Gladys Hansen-Guerra reported that the budget module is now online. She will send the link out to the LSC members who need to complete training.</p> <p>20 January 2015 – Gladys Hansen-Guerra sent out the training calendar and stated that she believed that all modules were available online. Chris McGuire stated that the Principal Evaluation module is not online.</p>
2015-01-20.01	The meeting convened at 6:38.
2015-01-20.02	<p>The LSC reviewed the minutes from the October meeting.</p> <p>Mark Walsh moved to approve the October meeting minutes, Linda Foley seconded and the motion was approved unanimously.</p>
2015-01-20.03	<p>Principal's Report:</p> <p>Linda Foley distributed a written report that covered the months of November 2014, December 2014 and the first part of January 2015. Additional items are highlighted below.</p>

2014-10-20.03a.	<p>School Leadership Linda Foley noted that attendance numbers have improved, but she does not feel that it is high enough. Attendance is above 95%, but is near the bottom of the Network. She has been looking at other schools' examples to begin to devise a plan to improve attendance and overall school performance. Linda and Ed Collins visited Darwin Elementary school to learn from their example in implementing The Leader in Me. Newberry has been invited to a symposium to learn about The Leader in Me in St. Louis in February. Linda believes that this program can improve attendance as well as learning and social development. Linda will discuss with teachers to gauge their interest and will also extend an invitation to parents and the LSC. She believes that this program, if implemented at Newberry over time, has the potential to grow the children academically, socially and personally. Linda noted that the journey of implementing The Leader in Me at Darwin has been ongoing for around 2 years.</p> <p>Linda asked for a vote to approve the expenditure for Linda, Ed and 5 teachers to attend. Lydia Murray moved to approve; Chris McGuire seconded and the motion passed unanimously.</p>
2014-10-20.03b.	<p>Instructional Leadership Teacher development day for teachers to try the PARCC assessment and better understand that system. Chris McGuire asked if NWEA is just a bridge between ISAT and PARCC. Linda confirmed that the intention is that NWEA will phase out, but there isn't a timeline. Linda noted that K-5 teachers now have a schedule for using the computer lab, primarily to teach typing skills. Linda stated that the PARCC assessment will be administered at the end of the year, and that it may be paper-and-pencil rather than electronic. Mid-year PARCC assessments will not be given.</p>
2014-10-20.03c.	<p>Student Centered Learning Climate Linda and Ed had a conference call with the LEAP representative to discuss potential for a grant to purchase personalized learning software.</p>
2014-10-20.03d.	<p>Professional Development and Human Resources Management Linda noted that roles in the front office have shifted to cover the departure of Mrs. Pantoja.</p>
2014-10-20.03e.	<p>Parent Involvement and Community Partnerships Monthly tours for prospective parents, including parent and 8th grader involvement. Bilingual Advisory Committee met in mid-January. Linda noted that it has been difficult to get this committee going over the years and she congratulated Mrs. Reis for making that happen.</p>
2014-10-20.03f.	<p>School Management and Daily Operations Linda noted that ongoing issues with building maintenance continue and are exacerbated by the split duties that Kevin O'Connell is required to perform at 2 schools. Chris McGuire noted that there are several sinks in the First Floor boys' bathroom are not working. Linda asked that he put that in writing to her.</p> <p>Abatement in Room 214 was cancelled by CPS at the last minutes, after the room had been prepared.</p>
2014-10-20.03g.	<p>Interpersonal Effectiveness There are 3 new members of staff: William Chrobak-Prince (7th Grade), Eugenia Cusniriu (paraprofessional) and Corey Fox (counselor in Mrs. Corbiere's absence for maternity leave).</p>
2015-01-20.04	<p>Standing Subcommittees</p>
2014-10-20.05a.	<p>Budget</p> <ul style="list-style-type: none"> • Linda Foley distributed Internal Accounting Reconciliation reports and Funding Summaries from October, November and December. • Linda noted that working with the Business Center has been very successful, especially for Wendy Cavanaugh in making sure all accounting transactions and reporting is done correctly. • Funds were transferred in December to purchase 2 Promethian boards that are similar to SmartBoards. These are being tested to alleviate the short shelf-life of the SmartBoard bulbs and equipment. The boards have recently arrived but have not been installed yet. • Linda noted that there is approximately \$90,000 in the rental bucket. She is looking to spend some of that fund between now and the end of the year. She proposed using some of this money to subsidize up to 5 students per middle school grade for field trips. Lydia Murray moved to approve the expenditure, Chris McGuire seconded and the motion passed unanimously. • Linda asked how the LSC felt about electronic voting on budget issues. Linda anticipates someone from the Business Center coming next week to make budget moves and she anticipates asking for an electronic vote. No one in attendance objected.

2014-10-20.05b.	Buildings and Grounds <ul style="list-style-type: none"> • Substitute services with Aramark are not working well even when custodians' absences are known well in advance. Dissatisfaction has been communicated to Aramark in writing. • Kevin O'Donnell has been out sick for 2 weeks and is anticipated to be out for another 2 weeks. This has put a significant burden on the custodial staff at both Newberry and Alcott. • Linda noted that the custodial staff does good work, but they are overtaxed and cannot necessarily get all required work done. • Linda asked Patrick Cunningham if a replacement engineer would be detailed to Newberry in Kevin O'Connell's absence.
2014-10-20.05c.	Friends of Newberry <ul style="list-style-type: none"> • Winter Dance is scheduled for 29 January. • FON is starting book clubs for K-2, 3-5 and 6-8. • Zumba classes (\$10 each for adults and \$5 for children) will be starting soon. • Planning for the family picnic is beginning.
2014-10-20.05d.	Personnel Advisory <ul style="list-style-type: none"> • Changes to personnel are recorded in the Principal's Report. • Kylie Benson (Special Education Teacher) is transferring to another school at the end of the week.
2014-10-20.05e.	Communication and Technology <ul style="list-style-type: none"> • Continued updates to the school website by Ed Collins. • K-5 classes are on a computer lab schedule, primarily for Mavis Beacon typing. • Ed Collins has gotten quotes for the Mac cart (\$1955.41) which has a faulty wire. • Ed Collins stated that the computer lab does not have a printer and got a quote of \$159.99 for a new wireless printer. • Ed Collins asked for approval for expenditure from the rental funds. Mark Walsh moved to approve the expenditure, Linda Foley seconded and the motion was passed unanimously. • 20-25 minutes of incentive computer use is being implemented in the lower grades. Deserving students will be allowed to use the computer lab during their recess.
2014-10-20.05f.	PPLC <ul style="list-style-type: none"> • No Report
2014-10-20.05g.	Principal Evaluation <ul style="list-style-type: none"> • Lydia Murray suggested that the LSC meets before the February meeting to begin the Principal Evaluation process. All agreed to meet at 5:30 on 9 February.
2014-10-20.05h.	Bilingual Advisory Committee (BAC) <ul style="list-style-type: none"> • As noted in the Principal's Report, Newberry now has a functioning BAC.
2014-10-20.05i.	Least Restrictive Environment (LRE) <ul style="list-style-type: none"> • Newberry is on course to meet all LRE requirements for the year.
2014-10-20.05j.	Student Achievement <ul style="list-style-type: none"> • No Report
2015-01-20.05	<p>The LSC adjourned into Executive Session at 7:15. Executive Session was adjourned at 7:35, and the normal LSC meeting resumed.</p>
2015-01-20.06	<p>Linda explained that students often use the stair landings at the ends of the building for reading and she would like to purchase 'reading nook' furniture for these spaces to make them more appealing. Linda has a quote for \$1986 to furnish both areas. Linda Foley moved to approve the expenditure, Kathleen Haggerty seconded and the motion passed unanimously.</p>
2015-01-20.07	<p>In April, Newberry will be collaborating with LaSalle to host a Math Magic presentation and anticipates spending approximately \$800 to cover Newberry's portion of the cost. Linda Foley moved to approve the expenditure, Kathleen Haggerty seconded and the motion passed unanimously.</p>
2015-01-20.08	<p>Jasmine Alexander moved to close the January meeting and adjourn. Gladys Hansen-Guerra seconded and the motion passed unanimously. The meeting adjourned at 8:10 p.m.</p>

The foregoing constitutes our understanding of matters discussed and conclusions reached. Other participants are requested to review these items and advise the originator in writing of any errors or omissions.

Principal's Report

Nov / Dec 2014 & Jan 2015

School Leadership

- Each Tuesday's distribution of the Tuesday Newsday book bag items
- October 30th: Communication to Newberry families reminding everyone about the importance of attendance and punctuality to school
- November 10th – 21st: Miles of Smiles dental visit to Newberry
- November 20th: School Support Center visit from Jonathan Serrano to assist in school accounting
- November 21st: Attended Leader in Me showcase at Darwin Elementary School with Mr. Collins & Mrs. Cardiff
- December 1st: Launched the "What's the Buzz Around Newberry" page and email blast as a bi-weekly form of communication to families about the goings-on at Newberry
- December 3rd: Received 2014 SQRP, communicated to LSC, email blast to families, and posting of the document onto the school website.
- January 9th: Collaborated with Ms. Taubensee to earmark Arts Essentials fund for purchasing cameras for Fine Arts Department.
- January 14th: Participation in Network 4 Principal's meeting
- January 15th: Began daily announcements celebrating daily classroom attendance

Instructional Leadership-Improving Teaching and Learning

- October 30th: Visit from Dinah Mileris (Instructional Effectiveness Specialist) to observe a lesson with school administration and calibrate the observation data.
- November 5th, 19th & December 3rd: Teacher Flex Days – used for grade band meetings and whole group close reading activity
- November 7th: Schoolwide professional development day focused on PARCC and whole staff reading and discussion about the impacts of poverty on reading development
- Ongoing in November & December: Classroom visits, observation, pre- and post-observation conferences

Student Centered Learning Climate

- October 21st: Fire drill
- November 5th: Meeting between administration and middle school team to review procedures and discuss morning Advisory periods.
- November 7th: Counselor Nicole Corbiere at Network 4 Counselor's meeting
- November 21st: Phone conference with LEAP representative to discuss potential grant opportunity for personalized learning software in the Intermediate Grades
- December 10th: Instructional Leadership Team meeting to complete School Climate Survey
- December 11th & 12th: Winter Celebrations lead by the Fine Arts Department showcasing Newberry student talent
- January 9th: School-wide Shelter-In-Place drill

Professional Development and Human Resources Management

- October 22nd: Case Manager Miriam Ruiz at Case Manager's meeting
- Weekly grade level Principal-Directed Prep meetings
- December 1st: Distribution of roles to support staff – Parent Worker Nora Del Toral to take on all field trip applications and Elizabeth Escobar to take on Transportation Coordinator role.
- December 5th: On-site training for School Security Officer Black from Office of Safety & Security

Parent Involvement and Community Partnerships

- November 4th: AP Collins meeting with Kara Kosloskus to make final editions to the school website
- November 5th & December 3rd: School tour to prospective families. Inclusion of parent tour guides along with 8th grade student guides.
- November 12th: Report Card Pick-Up day and PTO apparel shop set-up
- November 18th: PTO parent volunteers on site to assist with popcorn sale distribution
- January 16th: Bilingual Advisory Committee meeting organized by Mrs. Jamie Reis

School Management and Daily Operations

- October 28th: School picture re-takes
- October 28th: Facility tour to representatives from Stanley Security and Laforce Co. to price locks for classrooms, gymnasium, and auditorium doors.
- October 29th: Snow removal planning meeting between Engineer Kevin O'Connell, AFM Patrick Cunningham, and AP Collins. December 2nd – phone conference with AFM Patrick Cunningham to clarify roles on the snow plan and clarify Engineer and custodial roles.
- November 4th: Meeting with Kevin O'Connell to determine the state of the school and areas for improvement and repair
- December 5th: Kitchen visit from Nutrition Supports manager
- December 5th: Delivery of two barricades on wheels to ease Orchard St. closures during dismissals
- Ongoing in November and December: Abatement and measuring of Room 214 preparing for carpet and tile removal during Winter Break. Abatement was postponed at the last minute.
- December 10th: Pre-construction meeting to review wireless Internet upgrades to the building. Followed by January 20th correspondence with Mr. Cunningham about the project's timeline.
- January 5th: Reviewed heating concerns throughout building with Area Facilities Manager (Patrick Cunningham)
- January 14th: Articulation meeting / check-in with Area Facilities Manager to discuss state of the school
- January 20th: Corresponded with Mr. Cunningham (AFM) regarding concerns about the building given Mr. O'Connell's recent absence

Interpersonal Effectiveness

- October 28th – 30th: Collaboration with Board of Elections and CPS Dept. of Intergovernmental Affairs to determine a voting location that is mutually convenient for voters and the school.
- Ongoing in November: Interviews for a School Counselor and subsequent hiring for Mrs. Corbiere's maternity leave. Ongoing interviews for the Teacher Assistant position in the Tuition-Based Pre-School. Hiring of Mrs. Loudres Medina as Parent Worker to assist during recess
- November 12th: New school website launched to school community
- Ongoing weekly check-in visits with Officer Bates (CPD) to discuss school and student needs/concerns
- December 2nd: Communication to families in K-2nd Grades reminding them about the need to provide transportation changes in writing
- January 5th: Introduction of new staff members to the Newberry Community: William Chrobak-Prince (7th Grade), Eugenia Cusniriuc (paraprofessional), and Corey Fox (Counselor for Mrs. Corbiere's maternity leave)