

Newberry Academy of Math and Science

Local School Council

Meeting Minutes

Meeting Date:	16 March 2015	Attendees:	Jasmine Alexander, Parent Rep Susan Bailey, Parent Edward Collins, Assistant Principal Pat Cullen, Community Rep Linda Foley, Principal Josh Greenberg, Teacher Rep Gladys Hansen-Guerra, Parent Rep Kathleen Haggerty, Community Rep Larry LaBine, Lead Facility Manager for the North Side Beth Littlejohn, Parent Chris McGuire, Parent Rep Lydia Murray, Parent Rep Jessica Ramirez, Parent Cherise Rivers, Parent Rep Miriam Rodriguez-Ruiz, Teacher Rep Michael Torres, Area Facilities Manager Mark Walsh, Parent Rep
Next Meeting Date:	20 April 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 28, 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> <p>16 March 2015 – Gladys Hansen Guerra heard that LSC members who have done the training in the past 3 years only have to take the new modules. She will try to confirm tomorrow.</p>
2015-03-16.01	The meeting convened at 6:35.

2015-03-16.02	<p>CPS Facilities Management presented to the LSC.</p> <p>Linda noted that Mr. LaBine and Mr. Torres has been working effectively with her to improve the facilities situation at Newberry. Linda noted that the situation today is very far ahead of where it was in February.</p> <p>Mr. LaBine noted that Kevin O'Connell is no longer working with Newberry and has been replaced with another Engineer who has been working very effectively.</p> <p>Mr. LaBine distributed a Google doc that is accessible to the facilities staff and the principal that is being used to keep track of items that require action. It seems to be an effective means of communication.</p> <p>Michael Torres noted that there is some material stored in the basement that is being cleared out. He also noted that his goal is to have all major issues that are currently on the Google doc addressed by the end of spring break.</p> <p>Miriam Rodriguez-Ruiz asked if Mr. LaBine had a plan to address the problems with the heating system. Mr. LaBine indicated that CPS has committed money to address heating issues in schools that have serious issues. Thus far, CPS has had 2 technicians come to evaluate the system. The 2 major issues that were discovered are the pump that moves steam through the trap and the function/connection of the dampers and actuators.</p> <p>Miriam Rodriguez-Ruiz also noted that the windows in the building allow a lot of air to infiltrate. Linda noted that the issue is most severe in the rooms with 2 window air conditioners. Michael Torres indicated that the building engineer will try to address some of these issues when he does his maintenance check on the air conditioners over the course of the next few months.</p> <p>Chris McGuire noted that facility issues have been a regular topic for the LSC and that they have been pervasive in the school. He noted that the situation, overall, has improved dramatically in the past month.</p> <p>Linda noted that the facilities representatives do not represent Aramark and cannot speak to the day-to-day cleaning of the building.</p> <p>Gladys Hansen-Guerra noted that her family has not been as sick in the 12 years she has been at Newberry as they have been this year. She also noted that other family members at other schools have not been as sick as her Newberry students.</p> <p>Pat Cullen asked for an explanation of the Aramark situation. Mr. LaBine explained that both facilities and custodial duties are different arms under Operations and that custodians are not under the direction of facilities.</p> <p>Mr. LaBine asked if the Aramark custodians were now using the correct equipment for cleaning floors. Linda believes that the custodians are now using the correct equipment.</p> <p>Lydia Murray asked if the snow removal machine has been repaired. Mr. Torres explained that the machine was just returned to the school late last week.</p> <p>Miriam Rodriguez-Ruiz asked if a more formal system for work requisitions from teachers would be implemented with the new engineer. Linda noted that the Google doc and e-mail is being used currently and seems to be working well. The plan is to stick with this system as long as it is working.</p> <p>Miriam Rodriguez-Ruiz noted that Anthony (new engineer) approaches his work with a great attitude and very good people-skills.</p> <p>Linda noted that Pat Taylor had promised to attend the meeting, but had a death in the family and could not attend. Ms. Taylor informed Linda of this ahead of the meeting and apologized for not attending.</p>
2015-03-16.03	<p>The LSC reviewed the minutes from the February meeting.</p> <p>Linda Foley moved to approve the January meeting minutes, Pat Cullen seconded and the motion was approved unanimously.</p>
2015-03-16.04	<p>Principal's Report:</p> <p>Linda Foley distributed a written report that covered the latter part of February 2015 and the first part of March 2015. The report is attached to these minutes and additional items are highlighted below.</p>
2015-03-16.04a.	<p>School Leadership</p> <p>Linda noted that acceptance letters are expected to be sent within the next week.</p>
2015-03-16.04b.	<p>Instructional Leadership</p> <p>Classroom observations are on track to be completed by the May deadline.</p>
2015-03-16.04c.	<p>Student Centered Learning Climate</p> <p>Linda noted that the reading nook furniture is in place.</p> <p>Linda and Ed met with the MTSS team to address RTIs for students with behavioral issues.</p> <p>Linda noted that this year's Student Achievement Celebration encompassed more than just academic success and included other measures of personal growth. All students were recognized in some way. She noted that it was very well received by all students, even the upper grades.</p> <p>Linda noted that PARCC testing began the week of 11 March. CPS has indicated that it is a 'no stakes' test this year and is only being used to assess how students will do on a Common Core-based test.</p>

2015-03-16.04d.	Professional Development and Human Resources Management No additional comments
2015-03-16.04e.	Parent Involvement and Community Partnerships No additional comments
2015-03-16.04f.	School Management and Daily Operations Linda explained that Anthony DeBartolo is acting as an interim engineer in the absence of Kevin O'Connell. She has made her preference to keep Anthony on staff clear to CPS facilities. His permanent assignment to Newberry is not certain at this time.
2015-03-16.04g.	Interpersonal Effectiveness Linda found that grammar material was not being implemented equally by all teachers, resulting in a difficult conversation with some teachers.
2015-03-16.05	Standing Subcommittees
2015-03-16.05a.	Budget <ul style="list-style-type: none"> Linda explained that the church is working on building their own facility and will, eventually, stop using Newberry. They anticipate continuing to use Newberry for at least 18 months. When they leave, the school will lose in excess of \$100,000 in annual revenue. Linda distributed the Internal Accounting Reconciliation Report, Internal Accounting Summary and Funds Summary. Linda asked to move \$10,800 and \$13,425 from State Chapter 1 to increase the buckets for after school and teacher funding. Pat Cullen moved to approve, Kathleen Haggerty seconded and the motion passed unanimously.
2015-03-16.05b.	Buildings and Grounds <ul style="list-style-type: none"> Covered in Item 2015-03-16.02 above.
2015-03-16.05c.	Friends of Newberry <ul style="list-style-type: none"> FON is planning the Walk for Lymphoma event to benefit the 8th grade student suffering from that disease. The Saturday after the Walk will be a movie event that will also raise funds for Lymphoma. Mother/Son Bowling event is being planned for May Car Wash is scheduled for 25 April 4th and 5th grade spirit event is being planned for the near future. Jasmine Alexander reported that a parent has complained about upper grade male students having sagging pants. The parent has not expressed this concern to school administration, but has expressed it to some of the upper grade teacher. Linda and the Middle School grade band teachers will work together to implement some system to correct the issue.
2015-03-16.05d.	Personnel Advisory <ul style="list-style-type: none"> A new special education teacher has been hired and is working out well. Linda noted that a second group of teachers are going to attend the Leader in Me seminar. The group that went last month is going to meet on 17 March with Darwin school to learn from their experience. Linda confirmed that she would like to get a group of parents involved and will discuss this with the principal at Darwin.
2015-03-16.05e.	Communication and Technology <ul style="list-style-type: none"> Maintenance updates are ongoing. The Promethian boards are still not installed, but should be in before the end of April. Ed has been working with Michael Torres to figure out a way to install them without needing to abate the room. Blackboard, the CPS-sponsored communication tool, is going to be implemented more frequently in the future.
2015-03-16.05f.	PPLC <ul style="list-style-type: none"> PPLC discussed the idea of implementing keyboarding for the students. No firm recommendations have yet been developed.
2015-03-16.05g.	Principal Evaluation <ul style="list-style-type: none"> The LSC met prior to the meeting and are on track to present the evaluation to Linda at the April meeting. The LSC is planning to implement a survey during report card pickup and will discuss further with Linda at a later date.
2015-03-16.05h.	Bilingual Advisory Committee (BAC) <ul style="list-style-type: none"> Mrs. Reis is administering the access test

2015-03-16.05i.	Least Restrictive Environment (LRE) <ul style="list-style-type: none">• 7 teachers are going to the Illinois Includes Conference in May to develop the co-teaching model and inclusive environment.
2015-03-16.06	Jasmine Alexander moved to close the March meeting and adjourn. Miriam Rodriguez-Ruiz seconded and the motion passed unanimously. The meeting adjourned at 8:10 p.m.

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

March, 2015

School Leadership

- Weekly in February & March: Weekly Staff Updates communicated to all Newberry staff via email
- February 23rd: Meeting with Lydia Murray, Lawrence Labine, Patrick Cunningham, and Edward Collins to review engineer duties and state of the school
- Weeks of February 16th – March 6th: Webinars and in-person PARCC meetings for technology coordinators, testing administrators, and school administrators
- Week of February 23rd: Sibling verifications for magnet waitlist. Part of the district-wide magnet waitlist preparation process.
- Week of February 23rd: Meeting with Dustin Odham from The Leader in Me to discuss next steps for TLIN implementation. Submission of I Am A Teacher grant application. Coordination of joint staff meetings between Darwin Elementary & Newberry.
- March 6th: PARCC Readiness meeting with Ryan Marron (Network 4 Data Strategist) with Edward Collins (AP), Miriam Ruiz (Case Manager) & Corey Fox (Counselor)
- March 13th: Marija Markovic (Librarian) at district-wide spelling bee with Newberry 4th Grade student

Instructional Leadership-Improving Teaching and Learning

- Ongoing in February & March: Formal observation cycles with classroom teachers
- February 25th: Jamie Reis (Lead Literacy Teacher) at professional development
- February 27th & March 2nd: Kristine Rousseau & Anna Huynh (Special Education Teachers) at Part 2 of PECS autism professional development
- March 2nd: Meeting with teacher leaders to organize student awards ceremony
- March 3rd: Joshua Greenberg (Teacher) at Math Teacher Leadership professional development
- March 3rd: Marija Markovic (Librarian) awarded \$1,000 matching grant from CPS

Student Centered Learning Climate

- Week of February 9th: Worked with Facilities Logistics to order reading nooks for various corners of the school
- Thursdays throughout February & March: Bobcat Buck Store open before lunch periods
- March 2nd: Participated in PARCC conference call with other Network 4 administrators
- March 2nd: Hosted a chess tournament for participating schools after school hours
- March 3rd: MTSS meeting with Tara Toland (Social Worker), Lauren Slaughter (Psychologist), Linda Foley & Edward Collins
- March 5th: Attended Network 4 PARCC Readiness meeting with Edward Collins (AP) and Corey Fox (Counselor)
- March 13th: 2nd Quarter Student Achievement Celebration
- March 11th – 13th: Began first week of PARCC testing

Professional Development and Human Resources Management

- February 18th: Registered Mrs. Markovic (librarian) for Jr. Great Books professional development.
- February 18th: Corey Fox (Counselor) attended PARCC administrator training
- March 4th: Teacher Flex Day: Discussed upcoming awards assembly, PARCC requirements, and CCSS Math in-service by Joshua Greenberg & Gina Cipriani
- March 17th: Union PPC meeting in the gymnasium

Parent Involvement and Community Partnerships

- February 17th: Parent assistance during 100th Day of School celebrations
- February 25th: Meeting with Jasmine Alexander (parent representative) to coordinate the March 2015 Lymphoma Walk

School Management and Daily Operations

- February 17th: Anthony DeBartolo began work as Engineer and Gwen Brooks began as morning Board Custodian
- February 17th: Met with representative from Laurel Supply to assess the state of the water fountains in the school. March 13th: Representative from Core Mechanical on site to assess two water fountains – quote to determine whether in need of two new fountains with bottle fillers or solely bottle filler addition on existing fountains.
- February 18th: Order of 4 reading nooks for spaces in the building
- February 20th: Provided new Engineer (Anthony DeBartolo) with access to Oracle
- February 20th: Met with Wendy Cavanaugh (Clerk) and Jonathan Serrano (School Support Center) to review school funds, clear any negative balances, and plan for movements within the school budget
- February 23rd: Installation of new light bulbs in the gymnasium
- February 24th: School assisted in accommodating mayoral elections
- February 25th: Meeting with new Facilities Manager, Michael Torres, to discuss building needs
- February 27th: Communication with Aramark supervisor (Rosalin Brown) to ensure that our morning custodian has a building code access PIN
- March 12th: Visit from Jonathan Serrano (School Support Center) to work on budget with Wendy Cavanaugh (Clerk)
- March 12th: School visit from Michael Torres (Area Facilities Manager), Edward Collins (AP), and Anthony DeBartolo (Engineer) to review building needs
- Each Sunday in February-March: Sunday LDS Church services with Newberry custodian or engineer on site

Interpersonal Effectiveness

- February 17th: Communication with Aramark supervisor about first floor cleanliness
- February 18th: Difficult conversation with teachers regarding implementation of all components of the grammar curriculum