

# Newberry Academy of Math and Science

Local School Council

## Meeting Minutes

Meeting Date:	9 February 2016	Attendees:	Susan Bailey, Parent Laura Cardiff, Teacher Edward Collins, Assistant Principal Pat Cullen, Community Rep Linda Foley, Principal Josh Greenberg, Teacher Rep Gustavo Guerra, Parent Kathleen Haggerty, Community Rep Gladys Hansen-Guerra, Parent Rep Najette Keller, Teacher Lee Languil, Parent Michelle McGruder, Parent Lydia Murray, Parent Rep Jessica Ramirez, Parent Miriam Rodriguez-Ruiz, Teacher Rep Elizabeth Sellke, Teacher Kat Taubensee, Teacher Mark Walsh, Parent Rep Sarah Weisman, Teacher
Next Meeting Date:	14 March 2016		

Item No.	Description
2013-09-16.07	<p>LSC Training                      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.                      Gladys Hansen-Guerra will share the training calendar with new LSC members in hard copy and electronically.                      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.                      18 November 2013 – Budget module will be online in January.                      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.                      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.                      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.                      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.                      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.                      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.                      20 April 2015 – Lydia Murray confirmed that the deadline for completing training is 30 April 2015.                      21 September 2015 – Gladys Hansen-Guerra said that the budget module is still not online. She has been talking with LSC Relations to see if Newberry can be used as a training site.                      19 October 2015 – Ed Collins distributed a training calendar. Gladys Hansen-Guerra noted that Module 5, Principal Evaluation is only available in person. This module is not available online.                      14 December 2015 – No report                      11 January 2016 – Gladys Hansen-Guerra will distribute the current calendar and link to the online training. Tim Kramer reported that the Principal Evaluation module is available online.  <b>9 February 2016 – Gladys Hansen-Guerra sent an e-mail to the LSC with a link to the training portal. She has asked LSC Relations to confirm which members need to complete training.</b></p>
2016-02-09.01	The meeting convened at 6:35.

2016-02-09.02	The LSC reviewed the minutes from the January meeting. Lydia Murray noted that her last name was misspelled in item 2016-01-11.03j. Kathleen Haggerty moved to approve the January meeting minutes as amended above. Gladys Hansen-Gurra seconded and the motion was approved unanimously with 8 yes votes and 4 absent.
2016-02-09.03	Linda Foley noted that the packets for the LSC elections were distributed to all LSC members present. Linda noted that any questions regarding the upcoming elections can be sent to her and Ed Collins and they will be forwarded to the appropriate people at CPS.
2016-02-09.04	Principal's Report: Linda Foley distributed a written report that covered late January 2016 through early February 2016. The report is attached to these minutes and additional items are highlighted below.
2016-02-09.04a.	<b>School Leadership</b> Linda noted that development of the CIWP will be starting on 10 February and invited the LSC to attend all sessions. Ed Collins will distribute a survey to the LSC and asked that they be returned as soon as possible so that the results can be used to inform development of the CIWP. Linda informed the LSC that the teacher selected to replace Mrs. Clancy was rejected by HR due to licensure issues. She and Ed have restarted the search, but do not currently have any candidates. Mrs. Clancy's professional development duties are being taken over by Mr. Radcliff.
2016-02-09.04b.	<b>Instructional Leadership</b> No additional comments
2016-02-09.04c.	<b>Student Centered Learning Climate</b> No additional comments
2016-02-09.04d.	<b>Professional Development and Human Resources Management</b> No additional comments
2016-02-09.04e.	<b>Parent Involvement and Community Partnerships</b> The plan going forward will be to try to join PTO, Title 1 and BAC meetings to increase attendance and participation.
2016-02-09.04f.	<b>School Management and Daily Operations</b> The school's radios weren't working reliably, so new radios were purchased out of the school's funds. Additional radios were purchased to allow communications with some key personnel.
2016-02-09.04g.	<b>Interpersonal Effectiveness</b> No additional comments
2016-02-09.05	<b>Standing Subcommittees</b>
2016-02-09.05a.	<b>Budget</b> <ul style="list-style-type: none"> <li>• Lydia Murray asked if the LSC needed to sign off on the new budget that needs to be submitted to CPS by 16 February. Linda explained that the LSC does not sign off on the budget, but would need to approve any transfers of funds that become necessary due to budget cuts. Linda also noted that she would keep the LSC informed of any moves that are made.</li> <li>• Linda distributed the FY 16 Mid-Year Funding Adjustments. The bottom line is that \$121,803 will be removed from the school's budget.</li> <li>• Linda requested that CPS reimburse Newberry for a SECA position that they agreed to fund.</li> <li>• Linda believes that 1-2 positions will have to be cut to meet the current budget that the school has been allocated. She indicated that if this is the case, the decision on which positions to cut will have to be made based on seniority.</li> <li>• The school currently has the previous budget amount (pre-budget-cuts) allocated to different 'buckets' that will have to be reevaluated to see if any of the allocated amounts can be put toward filling the \$121,803 cut.</li> <li>• Newberry is receiving approximately \$30,000 for targeted assistance in 3-4-5 reading and kindergarten from Title 1. The stipulation is that these funds cannot be used for any other purposes. This funding cannot be used to fill the general gap left by the budget cut.</li> <li>• There is a CPS budget meeting on Thursday, 11 February. Linda will attend and will inform the LSC of any information or outcomes.</li> <li>• CPS has not yet informed schools when the budget decisions would go into effect. When Linda received more information, she will share it with the LSC.</li> <li>• The LSC will meet again on Saturday, 13 February at 10am to check in on progress and to discuss the budget that will be submitted next week.</li> <li>• Linda will call a voluntary staff meeting on 10 February after school to explain the situation.</li> <li>• Linda and Ed did an audit of the year's budget revisions thus far and found 2 transfers</li> <li>• The LSC signed internal accounting reports for file and received copies for record.</li> </ul>

2016-02-09.05b.	Linda asked for LSC approval to move \$500 on 5 November 2015 to cover a negative. Linda motioned to approve, Kathleen Haggerty seconded and the motion passed unanimously with 8 yes votes and 4 absent
2016-02-09.05c.	Linda asked for LSC approval to transfer \$1595 from Instructional materials non-digital to Instructional materials digital. Linda moved to approve the transfer, Gladys Hansen-Guerra seconded and the motion passed unanimously with 8 yes votes and 4 absent.
2016-02-09.05d.	Linda asked for LSC approval to transfer Title 1 mandatory parent training funding of \$2470.75 to a supply line and \$325 and \$174.75 from a refreshment lines to a parent training line. Linda moved to approve the transfer, Gladys Hansen-Guerra seconded and the motion passed unanimously with 8 yes votes and 4 absent.
2016-02-09.05e.	Linda distributed the discipline report for the period of 12 January 2016 through 9 February 2016. It was noted that there were 5 incidents during this period involving a single student.
2016-02-09.05f.	Gladys Hansen-Guerra asked about the efficacy of the Leader in Me program. Linda explained that there have been tangible results of this program that seem to be most obvious in the lower grades, but visible at all levels.
2016-02-09.05g.	Buildings and Grounds <ul style="list-style-type: none"> <li>• Lydia Murray sent an e-mail to CPS inviting them to the March LSC meeting to explain the recurring cleanliness issues throughout the school.</li> </ul>
2016-02-09.05h.	Friends of Newberry/PTO <ul style="list-style-type: none"> <li>• Mom's night out is planned for March 3</li> <li>• Planning a rummage sale April 8-9</li> <li>• Looking for a date for the 4<sup>th</sup>-5<sup>th</sup> grade spirit event</li> </ul>
2016-02-09.05i.	Personnel Advisory <ul style="list-style-type: none"> <li>• New SECA starting on 12 February.</li> </ul>
2016-02-09.05j.	Communication and Technology <ul style="list-style-type: none"> <li>• Continuing updates to the website and Twitter feed.</li> </ul>
2016-02-09.05k.	PPLC <ul style="list-style-type: none"> <li>• Discussed using Donor's Choose to fund classroom needs.</li> </ul>
2016-02-09.05l.	Principal Evaluation <ul style="list-style-type: none"> <li>• No report</li> </ul>
2016-02-09.05m.	Bilingual Advisory Committee (BAC) <ul style="list-style-type: none"> <li>• Reported about the Network meeting earlier in the month</li> <li>• Planned for the next meeting</li> </ul>
2016-02-09.05n.	Least Restrictive Environment (LRE) <ul style="list-style-type: none"> <li>• Currently there are more student IEP needs than there are staff to serve them. This situation is not lawful and CPS has not addressed it.</li> <li>• Lydia Murray and Miriam Rodriguez-Ruiz will work on writing a letter to CPS to bring the shortfall to light and to try to get resources to rectify this situation. ODLSS and copy the Network Chief and Forrest Claypool.</li> <li>• CPS may be planning to provide Newberry with a substitute teacher to assist in remediating this situation. This has not been confirmed, nor have the qualifications of the proposed teacher been confirmed.</li> </ul>
2016-02-09.05o.	Title 1 Advisory <ul style="list-style-type: none"> <li>• The group met today and raised several suggestions on how to use the Title 1 funds.</li> <li>• The chair of this group will report at the March LSC meeting.</li> </ul>
2016-02-09.06	Miriam Rodriguez-Ruiz moved to close the February meeting and adjourn. Kathleen Haggerty seconded and the motion passed unanimously with 8 yes votes and 4 absent. The meeting adjourned at 8:00 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

February 2016

### School Leadership

- January 12<sup>th</sup>: Principal/AP Network 4 meeting at Brentano School. Focused on CIWP development and drilling down NWEA-MAP student achievement reports.
- January 13<sup>th</sup>: Student-led monthly tour of the building for prospective families
- Ongoing: Interviews for Guided Math maternity leave position and subsequent hiring of a candidate-later to be denied by HR for licensure issue
- **January 27<sup>th</sup>: Participation in Network 4 CIWP training**
- February 1<sup>st</sup>: The Leader in Me Lighthouse meeting
- February 2<sup>nd</sup>: Participated in district-wide conference call regarding contract negotiations

### Instructional Leadership-Improving Teaching and Learning

- Ongoing: REACH formal observation process
- January 20<sup>th</sup>: Instructional Leadership Team meeting led by Kyle Radcliff
- January 20<sup>th</sup> & February 3<sup>rd</sup>: Language Arts Principal-Directed Prep
- January 27<sup>th</sup>: Math-based Principal-directed preps led by Elizabeth Sellke
- February 4<sup>th</sup>: Jamie Reis & Laura Cardiff training Fine Arts Department on reading intervention strategies to be used with middle school students
- February 5<sup>th</sup>: School Improvement Day

### Student Centered Learning Climate

- Ongoing: ACCESS testing coordinated by Jamie Reis (Bilingual Coordinator)

### Professional Development and Human Resources Management

- January 12<sup>th</sup> - 14<sup>th</sup>: Math-focused Principal-directed prep period
- January 26<sup>th</sup>: Counselor/Case Manager meeting attended by Miriam Rodriguez-Ruiz & Nicole Corbiere
- February 3<sup>rd</sup>: Language Arts focused Principal-directed prep meetings

### Parent Involvement and Community Partnerships

- January 12<sup>th</sup>: Title 1 Parent Advisory Committee (PAC) meeting
- January 13<sup>th</sup>: Bilingual Advisory Council (BAC) meeting
- January 25<sup>th</sup>: PTO meeting to review Winter Dance

### School Management and Daily Operations

- Ongoing: Interviews for maternity leave positions and SECA positions. Hired 1 SECA
- January 14<sup>th</sup>: Test of the school's emergency communication system
- January 28<sup>th</sup>: New radio system installed

### Interpersonal Effectiveness

- February 8<sup>th</sup>: Principal formal observation with Network 4 Chief of Schools, Ernesto Matias

Projecting ahead:

Attendance at the February 11<sup>th</sup>, 2016 budget meeting. Submit amended budget on Tuesday, February 16<sup>th</sup>.

CIWP development with teachers and Local School Council. First meeting on February 10<sup>th</sup>.