

Newberry Academy of Math and Science

Local School Council

Meeting Minutes

Meeting Date:	21 September 2015	Attendees:	<p>Jasmine Alexander, Parent Rep Ward Bond, Parent Wendy Cavanaugh, Staff Edward Collins, Assistant Principal Pat Cullen, Community Rep Casey Decker, Aramark Linda Foley, Principal Josh Greenberg, Teacher Rep Kathleen Haggerty, Parent Rep Gladys Hansen-Guerra, Parent Rep Tim Kramer, Parent Chris McGuire, Parent Rep Paul Merlez, Right at School Lydia Murray, Parent Rep Leslie Norgren, CPS Facilities Rosha Pearson-Hinkle Mila Perrin, Right at School Jessica Ramirez, Parent Miriam Rodriguez-Ruiz, Teacher Rep Mark Walsh, Parent Rep</p>
Next Meeting Date:	19 October 2015		

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.</p>
2015-09-21.01	The meeting convened at 6:35.
2015-09-21.02	Mark Walsh made a motion to amend the agenda to add a presentation by Right at School. Miriam Rodriguez-Ruiz seconded and the motion passed unanimously.
2015-09-21.03	<p>Presentation by Right at School Mila Perrin introduced Paul the new Right at School program manager for Newberry. Paul Merlez explained the typical schedule for Right at School after school programs. Lydia Murray asked for confirmation that Right at School is only doing after school programs. Mila Perrin confirmed that this is the case.</p>

2015-09-21.04	<p>Discussion with CPS Facilities Leslie Norgren, Executive Director of Facilities Casey Decker, Aramark District Manager Linda Foley explained that she had asked for additional cleaning staff because all students now eat lunch in their classroom. Staffing was not increased, but Linda and Aramark worked out an alternate arrangement to enhance cleaning. Linda Foley explained that Casey Decker has been involved in past discussions related to Newberry's cleanliness issues. Linda further explained that she generally feels that her concerns are being heard by CPS Facilities and Aramark. Casey Decker explained that Aramark has reexamined the schedule for Newberry cleaning and has made adjustments to meet Newberry's needs. He further explained that Aramark is exploring options for a deep cleaning of the terrazzo. Lydia Murray explained that the LSC has discussed retaining an outside firm to do a cleanliness audit. Leslie Norgren explained that Premier Facilities has been retained CPS-wide to perform audits across the entire system. She further explained that they have audited 100% of CPS schools and that they will continue to do audits on 50% of schools per quarter, an increase over the 25% required by contract. Leslie Norgren noted that 91% of CPS schools met APPA 2 standards. Linda Foley explained that she received Newberry's audit and forwarded it to the LSC. She also explained that it is a very technical document that is beyond the layperson's easy understanding. Linda Foley stated that some of the audit results do not seem to match the reality of the school building. Miriam Rodriguez-Ruiz supported Linda's assertion and explained that she has noticed that her classroom garbage is not emptied daily and the staff toilet room is not cleaned daily or adequately. Lydia Murray explained that the LSC has had concerns in the past about clean toilet rooms and floors. Casey Decker explained that toilet rooms should be cleaned every day and classrooms should be spot cleaned daily and deep-cleaned weekly. Josh Greenberg said that part of the problem is that there isn't consistency of cleaning staff. Gladys Hansen-Guerra explained that her children were sick more often last year than during any other year that they have attended Newberry. Casey Decker explained that absenteeism is a serious issue for Aramark that is running around 8%. Leslie Norgren explained that CPS is working with the union to establish a system-wide policy regarding absenteeism and consequences for set absentee days. Lydia Murray asked what Leslie Norgren and Casey Decker suggest for Newberry to move forward to ensure a cleaner school. Casey Decker said that Andrew Arnold is the Aramark auditor for Newberry's district. Casey offered to have him visit Newberry multiple times a week until the system in place proves to be sufficient. Casey Decker agreed to do that.</p>
2015-09-21.05	<p>The LSC reviewed the minutes from the July meeting. Linda Foley moved to approve the July meeting minutes, Josh Greenberg seconded and the motion was approved unanimously.</p>
2015-09-21.06	<p>Linda Foley made a motion to amend the agenda to add the filling of the parent representative vacancy. Gladys Hansen-Guerra seconded and the motion passed unanimously.</p>
2015-09-21.07	<p>Parent Representative Vacancy Tim Kramer Rasha Pearson-Hinkle made presentations in support of joining the LSC. Lydia Murray read a statement from Michelle McGruder in support of her joining the LSC. Lydia noted that most schools struggle to fill LSC vacancies, and that Newberry is fortunate to have 3 candidates. Mark Walsh moved to enter executive session. Pat Cullen seconded and the motion passed unanimously. Linda Foley moved to allow Ed Collins to participate in the closed session. Lydia Murray seconded and the motion passed unanimously. After executive session Lydia Murray announced publicly that the LSC elected Tim Kramer to fill the Parent Representative vacancy. She asked Rasha Pearson-Hinkle to assist the LSC in creating and running the new Title 1 Committee. The LSC will also ask Michelle McGruder to assist with the Title 1 Committee</p>
2015-09-21.08	<p>Principal's Report: Linda Foley distributed a written report that covered September 2015. The report is attached to these minutes and additional items are highlighted below.</p>
2015-09-21.08a.	<p>School Leadership No additional comments</p>
2015-09-21.08b.	<p>Instructional Leadership Linda Foley noted that Nicole Corbiere is heading the MTSS team.</p>

2015-09-21.08c.	Student Centered Learning Climate Linda Foley met with Mr. Maza about running the sports programs: girls volleyball; boys soccer; flag football; basketball (girls and boys); girls soccer; girls track and field; boys track and field. The \$6,000 previously allocated for supporting these programs will cover coach fees for the fall sports but the LSC will have to look at additional funding for the winter and spring sports.
2015-09-21.08d.	Professional Development and Human Resources Management No additional comments
2015-09-21.08e.	Parent Involvement and Community Partnerships No additional comments
2015-09-21.08f.	School Management and Daily Operations No additional comments
2015-09-21.08g.	Interpersonal Effectiveness 31 Staff members will be going to Wisconsin for a staff retreat on 25 September.
2015-09-21.09	Standing Subcommittees
2015-04-20.05a.	Budget <ul style="list-style-type: none"> • Lydia Murray asked what the LSC should be doing to prepare for possible budget cuts. Linda Foley noted that 21 September is the 10th day and that attendance was down by 5 students from the anticipated population. Linda Foley indicated that there is no real way to anticipate possible cuts because the CPS process isn't transparent and the situation with State money is unpredictable. • Linda Foley distributed funds summaries budget transfers and internal accounting reconciliation reports from the summer and the school year thus far.
2015-04-20.05b.	Buildings and Grounds <ul style="list-style-type: none"> • No report
2015-04-20.05c.	Friends of Newberry <ul style="list-style-type: none"> • Proposed car wash for 10 October to fund athletics programs. This is in the planning stage. • Poptober is in the works. • Fall fest is being planned. • FON will work with the coaches to arrange to get uniforms for the athletics programs. • Comedy benefit coming on 12 November. Tickets are on sale now online.
2015-04-20.05d.	Personnel Advisory <ul style="list-style-type: none"> • There are 5 new assistants and 6 new teachers and 1 retired teacher on staff this year. The transition for the new staff at the beginning of the year was very positive. • The building engineer has been assigned solely to Newberry. He has been working out very well thus far.
2015-04-20.05e.	Communication and Technology <ul style="list-style-type: none"> • There have been website updates and Ed Collins has spoken to eBiz about the timeliness of updates to the website. Newberry is only the second school that they work with so they didn't understand the fast turn-around required for school websites in September. • The Twitter feed is going strong. • The blackboard feed seems to be working better than the Mail Chimp used in past years. • Ed Collins is working on a Leader in Me website • Gladys Hansen-Guerra asked if there would be more regular typing training. Ed Collins is working on a schedule for the computer lab for the lower grades. The upper grade students all have Chromebooks.
2015-04-20.05f.	PPLC <ul style="list-style-type: none"> • No report
2015-04-20.05g.	Principal Evaluation <ul style="list-style-type: none"> • No report
2015-04-20.05h.	Bilingual Advisory Committee (BAC) <ul style="list-style-type: none"> • No report
2015-04-20.05i.	Least Restrictive Environment (LRE) <ul style="list-style-type: none"> • There were several students that started this year who had diverse needs that Newberry didn't have the staff to accommodate. The school will need to add some assistant staff positions going forward to permanently accommodate these needs. • Linda Foley noted that the diverse learner population is quite high.

2015-09-21.10	Linda Foley noted that she will be out of town for the October meeting. Ed Collins will sit in for that meeting.
2015-09-21.11	Jasmine Alexander moved to close the September meeting and adjourn. Lydia Murray seconded and the motion passed unanimously. The meeting adjourned at 8:43 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

September, 2015

School Leadership

- September 10th, 17th, & 21st: Lighthouse Team meeting
- September 21st: Visit from Ryan Marron, Network 4 Data Strategist to assess school readiness

Instructional Leadership-Improving Teaching and Learning

- September 10th: MTSS (Multi-Tiered Systems of Support) team meeting

Student Centered Learning Climate

- Ongoing: Conference calls and communications with 7th & 8th Grade team in preparation for the September 25th visit from the History Makers to discuss oral history and goal-planning

Professional Development and Human Resources Management

- Ongoing in September: Hiring SECAs and filling the Kindergarten TA position. Reassigned current school personnel into second Kindergarten classroom.

Parent Involvement and Community Partnerships

- September 3rd & 4th: Packet Pick-Up
- September 3rd: K & 1st Grade Meet & Greet
- September 17th: Open House
- September 21st: PTO & LSC meetings

School Management and Daily Operations

- September 15th: Meeting with CPS Executive Director of Facilities Leslie Norgren and representatives from Aramark to discuss custodial needs
- Ongoing: Improvements to school auditorium including painting floors, walls, and purchase of curtains/shades
- Ongoing: Coordination of all transportation and Park Kids changes, updates, processing etc.
- Ongoing: Coordination of morning and dismissal supervision procedures

Interpersonal Effectiveness

- Ongoing planning and collaboration with Network Chief in preparation for upcoming staff retreat