

# Newberry Academy of Math and Science

Local School Council

## Meeting Minutes

Meeting Date:	19 October 2015	Attendees:	Edwin Barrera, BAC President Wendy Cavanaugh, Staff Edward Collins, Assistant Principal Pat Cullen, Community Rep Josh Greenberg, Teacher Rep Kathleen Haggerty, Parent Rep Gladys Hansen-Guerra, Parent Rep Tim Kramer, Parent Chris McGuire, Parent Rep Paul Merley, Right at School Lydia Murray, Parent Rep Jessica Ramirez, Parent Mark Walsh, Parent Rep
Next Meeting Date:	16 November 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 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. 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. <b>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.</b></p>
2015-10-19.01	The meeting convened at 6:35.
2015-10-19.02	<p>The LSC reviewed the minutes from the September meeting. Chris McGuire noted that he did not attend the September meeting. Pat Cullen moved to approve the September meeting minutes, Josh Greenberg seconded and the motion was approved unanimously.</p>
2015-10-19.03	<p><b>Principal's Report:</b> Ed Collins distributed a written report that covered late September and early October 2015. The report is attached to these minutes and additional items are highlighted below.</p>
2015-10-19.03a.	<p><b>School Leadership</b> No additional comments</p>
2015-10-19.03b.	<p><b>Instructional Leadership</b> No additional comments</p>

2015-10-19.03c.	<b>Student Centered Learning Climate</b> No additional comments
2015-10-19.03d.	<b>Professional Development and Human Resources Management</b> No additional comments
2015-10-19.03e.	<b>Parent Involvement and Community Partnerships</b> The PTO-sponsored car wash raised over \$1,300.
2015-10-19.03f.	<b>School Management and Daily Operations</b> Lydia Murray asked if the potential use of the gym by the local basketball league would affect the valet income. Ed Collins said that the group will meet on Monday, which is a slow day for valet, and that they target the neighborhood, so there will likely be a number of people that walk.
2015-10-19.03g.	<b>Interpersonal Effectiveness</b> Ed Collins estimated that approximately 75% of the staff attended the retreat in Wisconsin.
2015-10-19.03h.	Lydia Murray asked if Linda and Ed could include a look-ahead for the next month in the Principal's Report. Ed will discuss with Linda and try to include in November.
2015-10-19.03i.	Ed presented the Discipline Tracker for September. Newberry primarily sees incidents in groups 1 and 2 (less serious misbehaviors). Incidents on the report are those that are brought to the Principal or Assistant Principal. There may be group 1 or 2 issues that are dealt with in the classroom.
2015-10-19.03j.	Jessica Ramirez asked if there would be a Student Council this year. Ed Collins said that Newberry does not have one this year, primarily because there isn't a faculty moderator to run that program. Linda and Ed have asked teachers to volunteer, but haven't gotten any serious interest.
2015-10-19.04	<b>Standing Subcommittees</b>
2015-10-19.04a.	<b>Budget</b> <ul style="list-style-type: none"> <li>Ed Collins distributed the Internal Accounting Reconciliation Report.</li> <li>Internal Accounting report: There were budget transfers to cover the purchase of a Chrome cart, installation of drapery and curtains in the auditorium and website maintenance.</li> <li>Lydia Murray discussed possible ways to 'lock-in' families next school year to avoid the 10<sup>th</sup> day attendance decrease that we saw this year. One idea is to do a mid-summer event to welcome families and build community.</li> <li>Ed Collins asked for a vote for 2 transfers: One to transfer \$934.45 to purchase Learning A-Z; the other to clear a negative to fund one teacher aid and one interventionist position. Chris McGuire moved to approve. Wendy Cavanaugh seconded and the motion passed unanimously.</li> </ul>
2015-10-19.04b.	<b>Buildings and Grounds</b> <ul style="list-style-type: none"> <li>Newberry now has 2 evening custodians, one for the first floor and one for the second floor.</li> <li>The Aramark supervisor assigned to Newberry left the company and no one has been assigned to replace her at this time. Ed continues to discuss this issue with Mr. Decker.</li> <li>Lydia Murray has reached out to cleanliness audit companies. She discussed the audit with a company called Q-H, who quoted around \$1000 for an audit of the school. If the LSC is interested pursuing this avenue, Lydia can secure a formal quote.</li> <li>Before making any decisions, we will see how the 2 evening custodians work out and check back in next week.</li> <li>Gladys Hansen-Guerra will talk with the Principal from Payton to find out who their supervisor is in an effort to see if we can have the same supervisor assigned to Newberry.</li> </ul>
2015-10-19.04c.	<b>Friends of Newberry/PTO</b> <ul style="list-style-type: none"> <li>The comedy benefit is coming up in November.</li> <li>Ward Bond has been elected treasurer.</li> </ul>
2015-10-19.04d.	<b>Personnel Advisory</b> <ul style="list-style-type: none"> <li>2 teachers will start maternity leave in November. Interviews for replacement teachers are already scheduled.</li> </ul>
2015-10-19.04e.	<b>Communication and Technology</b> <ul style="list-style-type: none"> <li>Ed continues to make updates to the website.</li> <li>He uses the Twitter feed more than he anticipated and has become a quick glance at what is going on in the school.</li> <li>Staff profiles are all up to date.</li> <li>All teachers have a Study Island login.</li> <li>All K-5 classes are required to sign up to use the computer lab at least once per week. This system has been working.</li> </ul>

2015-10-19.04f.	PPLC <ul style="list-style-type: none"> <li>• First meeting is 27 October.</li> </ul>
2015-10-19.04g.	Principal Evaluation <ul style="list-style-type: none"> <li>• No report</li> </ul>
2015-10-19.04h.	Bilingual Advisory Committee (BAC) <ul style="list-style-type: none"> <li>• Edwin Barrera is the BAC President and reported for the BAC.</li> <li>• There is a City-wide meeting this coming week. The first BAC meeting will be 4 November.</li> </ul>
2015-10-19.04i.	Least Restrictive Environment (LRE) <ul style="list-style-type: none"> <li>• No report</li> </ul>
2015-10-19.05	Kathleen Haggerty moved to close the October meeting and adjourn. Chris McGuire seconded and the motion passed unanimously. The meeting adjourned at 7:43 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

October, 2015

### School Leadership

- September 22<sup>nd</sup>: Network 4 Principal/AP meeting @ Skinner North
- October 6<sup>th</sup>: Meeting with Edward Collins (AP), Laura Cardiff & Jamie Reis (Primary & Intermediate Interventionists) to prepare for the October 7<sup>th</sup> Principal-Directed Literacy Preps
- October 7<sup>th</sup>: Meeting with AP Collins and Title 1 representative to discuss year one of targeted assistance
- October 7<sup>th</sup>: Lunchroom audit
- October 15<sup>th</sup>: Sent out communication to Title 1 Targeted Assistance-eligible families of the upcoming Organizational Meeting

### Instructional Leadership-Improving Teaching and Learning

- September 30<sup>th</sup>: Principal-directed prep focused on literacy-building and guided math
- Ongoing: REACH formal observation process

### Student Centered Learning Climate

- September 24<sup>th</sup>: Middle School team meeting
- September 24<sup>th</sup>: Meeting with the three interventionists and led by school administration to discuss protocols and student literacy groupings
- September 25<sup>th</sup>: Visit by Mr. Steve Baskerville & the Honorable Arthur Turner for the 3<sup>rd</sup> annual History Makers day
- Week of September 28<sup>th</sup>: Developed the capacity of 5 middle school students to lead school tours. Practiced touring format this week in preparation for October tour.
- October 15<sup>th</sup>: First meeting for the newly-formed Behavioral Health Team to discuss student social-emotional learning and student needs assessments

### Professional Development and Human Resources Management

- September 23<sup>rd</sup>: Principal-directed prep professional development on literacy instruction & MTSS at the grade band levels
- October 13<sup>th</sup>: Nicole Corbiere (Counselor) at Second Step professional development
- October 14<sup>th</sup>: Principal-directed prep focused on mathematics development
- October 15<sup>th</sup>: Mandatory in-service for paraprofessional staff on their 2015-2016 evaluation process

### Parent Involvement and Community Partnerships

- September 30<sup>th</sup>: 8<sup>th</sup> Grade mandatory parent night to review grade level protocols and expectations
- September 30<sup>th</sup>: Bilingual Advisory Committee's first meeting. President, VP, Secretary & representatives chosen.
- October 6<sup>th</sup>: Collaboration with neighbors to supplement the cost of skateboard stoppers for the playground.
- October 10<sup>th</sup>: PTO-sponsored car wash to support the athletic department
- Ongoing: PTO member volunteering to help organize mathematics booklets and distribute to classrooms

### School Management and Daily Operations

- Ongoing in September/October: Communications with Orchard Street neighbors reminding them of the street closures. Email communication with key neighborhood contact to communicate change to 2:25pm-2:40pm street closure and usage of parking lot for Burling/Orchard Street neighbors during this period.
- October 5<sup>th</sup>: Fire Drill
- October 14<sup>th</sup>: Extra monitor screen for the Main Office to view both front and back doors
- October 15<sup>th</sup>: Met with representatives from a neighborhood basketball program to schedule gymnasium usage and rental income for Monday evening games for an adult league
- October 15<sup>th</sup>: Budgetary meeting with Jonathan Serrano, Wendy Cavanaugh and Edward Collins

### **Interpersonal Effectiveness**

- **September 25<sup>th</sup> & 26<sup>th</sup>:** Staff retreat in Wisconsin. Guest speaker Ernesto Matias, Chief of Schools for Network 4. Staff participated in teambuilding activities and led discussions about The Leader in Me development and a school wide mentoring program.
- **October 7<sup>th</sup>:** School tour led by 7<sup>th</sup> & 8<sup>th</sup> grade student representatives