

# Newberry Academy of Math and Science

Local School Council

## Meeting Minutes

Meeting Date:	19 September 2016	Attendees:	Edward Collins, Assistant Principal Pat Cullen, Community Rep Linda Foley, Principal Josh Greenberg, Teacher Rep Viki Gullo, Non-Teaching Rep Gladys Hansen-Guerra, Parent Rep Kathleen Haggerty, Community Rep Niven Hinkie, Parent Debra Klein, Parent Tim Kramer, Parent Rep Rasha Pearson, Parent Jessica Ramirez, Parent Miriam Rodriguez-Ruiz, Teacher Rep Mark Walsh, Parent Rep
Next Meeting Date:	17 October 2016		

Item No.	Description
<b>2016-09-19.01</b>	<b>The meeting convened at 6:45.</b>
<b>2016-09-19.02</b>	<b>The LSC reviewed the minutes from the 20 July Meeting. Mark Walsh moved to approve the 20 July meeting minutes. Tim Kramer seconded and the motion was approved unanimously with 9 yes votes and 3 absent.</b>
<b>2016-09-19.03</b>	<b>Principal's Report: Linda Foley distributed a written report that covered the summer and early September 2016. The report is attached to these minutes and additional items are highlighted below.</b>
<b>2016-06-20.03a.</b>	<b>School Leadership Today was the 10<sup>th</sup> day of instruction and the school met the enrollment quota easily.</b>
<b>2016-06-20.03b.</b>	<b>Instructional Leadership Flyers for Project Syncere were mistakenly sent to parents this week. Linda had intended to send these out after the program had been introduced at the 20 September Open House. Representatives will attend the Open House.</b>
<b>2016-06-20.03c.</b>	<b>Student Centered Learning Climate No additional comments</b>
<b>2016-06-20.03d.</b>	<b>Professional Development and Human Resources Management The cadre substitute teacher has been selected but will not start until after the 20<sup>th</sup> day of instruction.</b>
<b>2016-06-20.03e.</b>	<b>Parent Involvement and Community Partnerships No additional comments</b>
<b>2016-06-20.03f.</b>	<b>School Management and Daily Operations First floor drinking fountain was tested again for lead content on Thursday, 15 September and failed again. The first step in resolving this issue is to replace the horizontal water pipe that feeds the fountain and then will be tested again. If that fails, the connection to the City water main will have to be replaced. Linda will communicate this information to Newberry families.</b>
<b>2016-06-20.03g.</b>	<b>Interpersonal Effectiveness TLIM Wildly Important Goal (WIG) for Newberry is to work on attendance: absences; tardies; early dismissals.</b>
<b>2016-09-19.04</b>	<b>Standing Subcommittees</b>

2016-02-09.04a.	<b>Budget</b> <ul style="list-style-type: none"> <li>Linda distributed June, July and August Internal Account Reconciliation reports.</li> <li>Kathleen Haggerty moved to approve the internal accounting budget transfer report for August. Pat Cullen seconded and the motion passed unanimously with 9 yes votes and 3 absent.</li> <li>Linda requested a motion to transfer the following funds from the 124 fund (rental income) \$7,654.08 for the Konica Minolta copier \$4,127 for fall sports coaching, \$20,000 to open a bucket for the substitute teacher cadre with the option to add another \$10,000 at her discretion when the actual cost is known. Josh Greenberg moved. Tim Kramer seconded and the motion passed unanimously with 9 yes votes and 3 absent.</li> </ul>
2016-02-09.04b.	<b>Buildings and Grounds</b> <ul style="list-style-type: none"> <li>Over the summer 9 classrooms, bathrooms and the teachers' lounge were painted.</li> <li>The mural over the main entrance and the quilt by the auditorium entrance were completed over the summer. The plan is to have at least one additional mural created by the students this year.</li> </ul>
2016-02-09.04c.	<b>Friends of Newberry/PTO</b> <ul style="list-style-type: none"> <li>An e-mail was sent to the Newberry community with PTO news.</li> <li>Meeting on the morning of 27 September to recruit volunteers and leadership candidates.</li> <li>Pop-tober kicks off in late September.</li> <li>7-8 October is the Rummage Sale.</li> <li>10 November is Comedy Night (\$25 in advance, \$30 at the door).</li> <li>The Scholastic Book Fair is scheduled for 8-10 November and the management of this will transfer to Newberry from PTO this year. Linda asked the LSC to approve the Scholastic Book Fair as a school-led fundraiser. Miriam Rodrigues-Ruiz moved. Viki Gullo seconded and the motion passed unanimously with 9 yes votes and 3 absent.</li> </ul>
2016-02-09.04d.	<b>Personnel Advisory</b> <ul style="list-style-type: none"> <li>See 2016-09-19.03d Professional Development and Human Resources Management above.</li> <li>Jessica Melger, the Special Education 0.5 position from last year is now a full time position.</li> <li>Joseph Crouch started as social studies teacher</li> <li>Carrie Carlson started as the 7-8 grade reading teacher</li> <li>The Special Ed appeal process is now different from past years and is somewhat unknown at this time, but will not begin until after the 20<sup>th</sup> day of instruction. Linda is hoping that the process yields an additional staff member.</li> </ul>
2016-02-09.04e.	<b>Communication and Technology</b> <ul style="list-style-type: none"> <li>The first floor computer lab has been fitted with lower tables to be more usable for the younger students.</li> <li>Linda and Ed met with Technology Coordinator Eddie Rivera to create a schedule for him so that his day is more efficient and he is less reactive.</li> <li>During the first week of school all teachers were encouraged to download and use the Remind app for internal communication and for communication with families.</li> <li>The website was reconfigured over the summer to make the teacher information easier to find.</li> <li>School communications are being sent via: e-mail, text message, phone calls and Twitter.</li> <li>There is now a Google calendar on the website that includes all events that are happening at the school.</li> <li>Gladys Hansen-Guerra asked if Linda and Ed had given any more thought to keyboarding instruction for students. This will be revisited after the 20<sup>th</sup> day.</li> </ul>
2016-02-09.04f.	<b>PPLC</b> <ul style="list-style-type: none"> <li>First meeting is Thursday, 22 September.</li> </ul>
2016-02-09.04g.	<b>Principal Evaluation</b> <ul style="list-style-type: none"> <li>No report</li> </ul>
2016-02-09.04h.	<b>Bilingual Advisory Committee (BAC)</b> <ul style="list-style-type: none"> <li>Mrs. Riis has finished testing all new students and will be convening a BAC meeting in October.</li> </ul>
2016-02-09.04i.	<b>Least Restrictive Environment (LRE)</b> <ul style="list-style-type: none"> <li>All positions are currently covered. After the 20<sup>th</sup> day administration will review all minutes to make sure they are covered or if para support will need to be appealed to CPS.</li> </ul>
2016-02-09.04j.	<b>Title 1 Advisory</b> <ul style="list-style-type: none"> <li>First meeting is 27 September</li> </ul>
2016-09-19.05	Pat Cullen moved to close the September meeting and adjourn. Linda Foley seconded and the motion passed unanimously with 9 yes votes and 3 absent. The meeting adjourned at 7:45 p.m.

## Principal's Report September 2016

### School Leadership

- June & August 2016: Linda & Ed attended Cognitive Coaching professional development hosted at Prescott School. Infused coaching principles into beginning-of-year teacher reflection template.
- Week of August 29th: Beginning of year teacher professional development focused on literacy development, The Leader in Me, and curriculum planning
- Ongoing: Enrollment of new students to ensure 10th day student quota

### Instructional Leadership - Improving Teaching & Learning

- August/September: Meetings with Science enrichment providers and later approval for Project SYNcERE. Subsequent organization meeting with Adrienne Wheeler from Project SYNcERE. Organized teaching schedule for Grades 3-8 and communicated program goals to teachers. Classes to begin 9/27.

### Student-Centered Learning Climate

- September 13th: Meeting between school administration, Counselor and Girls in the Know representative to discuss Newberry as a potential site for an upcoming meeting site.

### Professional Development & Human Resources Management

- Ongoing in August & September: Interviews for Special Education maternity leave position. Hiring of teacher for position by the end of week 1 and staffing by week 2.
- Week of September 2nd: Interviewing for cadre position. Hired candidate the following week and staffing is currently under way.
- Tuesday September 13th & Wednesday September 14th: Literacy & Math Principal-Directed professional development (respectively).
- 9/19: Met with literacy support to plan first principal directed prep professional development focusing on assessment, MTSS and curriculum planning

### Parent Involvement & Community Partnerships

- September 7th: Visit from Emerald City for summer theater program housed at Newberry
- September 9th: Meeting between school administration & PTO/FON representatives to discuss and streamline this year's fundraising.
- September 16: Scheduled meeting with Anna Hozian regarding a film shoot of a project entitled, *Other People's Children*, to be filmed at Newberry
- September 19th: Visit from CPD Beat Officer Dunne to check on school safety
- Planning of September ~~21~~<sup>20</sup> Back to School Open House

### School Management & Daily Operations

- Ongoing August & September: Monitored progress of elevated lead testing results and facility changes
- Week of August 29th: Review of staff handbook, parent handbook, and student agenda with all staff-members. Reviewed safety & order protocol and made all school safety and order materials available to staff via Google Drive.
- Monitored membership and managed wait-list

## **Interpersonal Effectiveness**

- One-on-one discussions with teacher leaders to review the vision for professional development and teacher teams for this year. Meetings with Amy Clancy, Laura Cardiff & Jamie Reis focused around personalizing the PD experience for teachers who either need further support or demonstrate leadership already. Meetings with Joshua Greenberg focused around curricular integration within the middle school and differentiating to support individual students according to their abilities.
- September 19th: Annual review of evaluation criteria with all Educational Support Personnel
- September 15: Attended TLIM Lighthouse Team meeting to plan goals for the committee