

MINUTES OF THE JOHN W. GARVY LOCAL SCHOOL COUNCIL
5225 NORTH OAK PARK AVENUE
CHICAGO, ILLINOIS 60656
TUESDAY, JANUARY 16, 2018

The Garvy Local School Council Principal Selection Planning meeting was held on Tuesday, January 16, 2018 in the school's library at 5:30 p.m.

The meeting was called to order by the chairperson, Mr. Han Kim at 5:33 p.m. Quorum was established.

Attendance: Allison Cianci, Nicole Foster, Victoria Grau, Stephanie Huber, Han Kim John Rizzo, Staci Nilles, Lydia Hernandez, Heather Chron

Absent: Sean Derry, Barbara Fabris, Erin Spirovski (Teacher resigned LSC position.)

Guests Present: Stephanie Bester (Interim Assistant Principal, several parents, and eight Teachers/Staff were present.

LSC Minutes from 12/12/17 were perused; Foster/Huber-Made the motion to approve; Motion passed.

Public Comment-Mrs. Panos (Teacher) gave her endearing endorsement for keeping Ms Chron as our principal.

LSC Principal Report

COMPETENCY A: CHAMPIONS TEACHER AND STAFF EXCELLENCE THROUGH CONTINUOUS IMPROVEMENT TO DEVELOP AND ACHIEVE THE VISION OF HIGH EXPECTATIONS FOR ALL STUDENTS-*Principal creates and implements systems to ensure a safe, orderly, and productive environment for student and adult learning toward the achievement of school and district improvement priorities. Principal works with the staff and community to build a shared mission, and vision of high expectations that ensures all students are on the path to college and career readiness, and holds staff accountable for results.*

Standard A1. Develops, implements, and monitors the outcomes of the Continuous Improvement Work Plan and school wide student achievement data results to improve student achievement.

ILT is looking at SQRP SY 17 data to begin the planning process for the '18-'20 CIWP.

Standard A2. Creates a continuous improvement cycle that uses multiple forms of data and student work samples to support individual, team, and school-wide improvement goals, identify and address areas of improvement and celebrate successes

Teachers are using Prep with the Principal time to continue the vertical alignment process.

Prep with the Principal meetings have been reviewing the action plans that they created of "What's Working!" and will present these to the rest of the staff on our next scheduled School Improvement Day, February 2, 2018.

Standard A3. Collaborates with staff to allocate personnel, time, material, and adult learning resources appropriately to achieve the Continuous Improvement Work Plan targets

CIWP timeline given to us from the Network/District and we are on the beginning phases of the planning process.

Standard A4. Creates a Safe, Clean and Orderly Learning Environment

The **Multi-Purpose Room** received new lighting over the Winter Break! The light bulb replacement occurred over winter break, replacing 72 light bulbs. Due to purchasing all the lightbulbs that were in stock, 24 bulbs remain that need to be replaced. They are purchasing the next batch of 24 to be installed over summer break.

There were some **heating issues in the MPR** and the new unit was delivered and installed on Monday, January 8, 2016.

Waiting for the 1st floor **bathrooms** in the main building had plumbing fixed and sensors in the boys' bathroom in the new building are scheduled to be replaced.

Standard A5. Ensures that the school's identity, vision, and mission drive school decisions
Elementary School Sports Program: **Basketball** is in full swing! Games are played at Luther North High School on Saturdays.

COMPETENCY B: CREATES POWERFUL PROFESSIONAL LEARNING SYSTEMS THAT GUARANTEE LEARNING FOR STUDENTS- *The principal works with the school staff and community to utilize the district's framework for effective teaching and learning to improve instruction for all students.*

Standard B1. Works with and engages staff in the development and continuous refinement of a shared vision for effective teaching and learning by implementing a standards based curriculum, relevant to student needs and interests, research-based effective practice, academic rigor, and high expectations for student performance in every classroom

Our **School Improvement Day** on February 2nd will continue to focus on **vertical alignment** and curriculum mapping of the language arts, science, and math curriculum.

Standard B2. Evaluates the effectiveness of staff and holds individuals accountable for meeting their goals by conducting frequent formal and informal observations in order to provide timely, written feedback on instruction, preparation and classroom environment as part of the district appraisal systems

Most formal **observations** are completed for all tenured and non-tenured teachers in January. Informal observations are scheduled to begin in January 2018.

We are using a new **informal observation tool** mentioning 3 positives, 2 questions, and 1 suggestion when we stop in classrooms. The idea is to provide on-the-spot feedback that is not evaluation based, but rather based on real-time instruction.

Standard B3. Implements student interventions that differentiate instruction based on student needs

Mid-year assessments for DIBELS and NWEA/MAP are currently in progress and the data will be reviewed in our January Preps with the Principal meetings to track students who are at risk of failure in the benchmark grades as well as reappropriate learning Tiers if needed for MTSS.

Standard B4. Selects and retains teachers with the expertise to deliver instruction that maximizes student learning

We welcome back **Ms. Anna Ress** to the 5th grade language arts position in January!

Ms. Clarissa Grego, our new special education teacher, began on January 8, 2018!

Standard B5. Ensures the training, development, and support for high-performing instructional teacher teams to support adult learning and development to advance student learning and performance

Ms. Michelle Podumis has been nominated as an alumni from Millikin University for an award as an exemplar bilingual teacher!

Mrs. **Allison Tracey** has received funding through DonorsChoose.org! Her classroom has received several Ozobots (mini robots that follow color codes) and through a disciplinary unit, called "Crazy about Ozobot Coding" students will create or rewrite a fairy tale, design an artistic view of the setting, creating an interactive reading experience that they will share with the primary students in our building.

Standard B6. Supports the system for providing data-driven professional development and sharing of effective practice by thoughtfully providing and protecting staff time intentionally allocated for this purpose.

Use of the **5Essentials** report and Parent/Guardian portion of the Survey will be discussed at the Prep with the Principal meetings the third week in January.

Standard B7. Advances Instructional Technology within the Learning Environment

Teachers were ecstatic with their new laptops!! We are also ordering new light bulbs for the projectors in the starboards; they were installed some time ago and are beginning to need to be replaced.

Standard B8. Conducts difficult but crucial conversations with individuals, teams, and staff based on student performance data in a timely manner for the purpose of enhancing student learning and results

All staff members receive feedback on their observations within the 2 week time frame set by the contract. Many post conferences take place within 1 week of the time frame. For Informal observations, teachers receive written feedback and only meet if they want to. Best practice is that we meet regardless!

COMPETENCY C: BUILDS A CULTURE FOCUSED ON COLLEGE AND CAREER READINESS- *Principal works with staff and community to build a culture of high expectations and aspirations for every student by setting clear staff and student expectations for positive learning behaviors and by focusing on students' social-emotional learning.*

Standard C1. Leads a school culture and environment that successfully develops the full range of students' learning capacities-academic, creative, social-emotional, behavioral and physical

We found out that we did not receive the **Creative Schools Fund** grant and so CircEsteem and Mrs. Gray-Rodriguez are negotiating another price and timeline that we will have to pay for.

Standard C2. Builds a culture of high aspirations and achievement for every student

The district initiative of having 100% students at every school sign up though **GoCPS** for high school was almost achieved at Garvy! Out of 98 8th graders, only 2 did not! I have to thank Ms. Panos and Mrs. Bester for taking over for Ms. Stanis while she is on leave.

Standard C3. Requires staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission

Building a collegial environment through staff outings, food celebrations, and staff development days where we practice **calm classroom** techniques is a regular expectation!

COMPETENCY D: EMPOWERS AND MOTIVATES FAMILIES AND THE COMMUNITY TO BECOME ENGAGED- *Principal creates a collaborative school community where the school staff, families and community interact regularly and share ownership for the success of the school.*

Standard D1. Proactively engages families and communities in supporting their child's learning and the school's learning goals

Still working on this initiative for the rest of the 2018 school year.

Kiss and Go has been up and running and I am pleased to announce that after the winter break there is a plan to have a new traffic pattern for **Rutherford Ave.**, too! This idea, which will be gradually introduced is to turn Rutherford into a one-way street for 15 minutes between the hours of 8:15-8:30 A.M. We have a wooden horse that we would like to place at the corner of Foster and Rutherford, prohibiting on-coming traffic from Foster Ave. The hope is to have traffic

move in one direction around the perimeter of the school, northbound only on Oak Park Ave. and then if drivers continue around the school, they could only turn southbound down Rutherford. We hope to have parent or community volunteers to direct traffic and assist students exiting their vehicles on the curb side of the school. I have reached out to the community, the Alderman, the CAPS office and the Network to make sure that all are in support of our plan. We were hoping to implement this new traffic pattern as early as the week of January 16, 2018, when students return after winter break.

There is one anonymous family whose **generosity** was unbelievable this year. They bought gifts for four children in two different families in need. This family brought in six huge bags of gifts for these children. This kindness makes the world go 'round!

Standard D2. Creates, develops and sustains relationships that result in active student engagement in the learning process
Garvy is having a **Piano Recital** tonight!

Right at School to begin a morning program beginning February 5th from 7:00 AM until morning entry time of 8:15 AM. Parents have asked for the program, so we are going to pilot it to see if there is interest.

Standard D3. Utilizes meaningful feedback of students, staff, families, and community in the evaluation of school programs and policies

Through **Principal Tea's** with parents, Principal engages parents in discussion about concerns and evaluates current school programs and policies. The drop-off procedure is an example of a shift in policy to accommodate the feedback from parents, providing an on-time start procedure to prohibit an interruption of the school day. The next Principal Tea is scheduled for January 30th at 9:00 A.M.

LSC feedback wanted re: students bringing vape pens to school, using them on school grounds, etc. For the safety of the school, random checks may occur beginning in February. There is a number posted daily on IMPACT and whatever that number is, that is the number that you search for every student who enters the building. The searches would take place at Door 2 and Door 4 only.

41st Ward sent out a survey for all residents who need new concrete, etc. We asked for a new concrete pad at the Kiss-N-Go drop off for K and 1st and also to fix the sidewalk that is slanted on Rutherford Ave. I have also asked the Alderman to remove the flashing light signs between 8:00-8:30 AM on Oak Park Ave. because of the Kiss-N-Go on that side of the building.

Standard D4. Demonstrates an understanding of the change process and uses leadership and facilitation skills to manage it effectively

Staff are given surveys to share their feelings about changes in the professional development that has been happening so far this school year.

School Utilization Reports went out over winter break and we are currently at 120% utilization. According to the report, the available space in the building is 25% above capacity sy 831 students and since our number has risen to 841 as of 1/16/18.

COMPETENCY E: RELENTLESSLY PURSUES SELF-DISCIPLINED THINKING AND ACTION-*Principal works with the school staff and community to create a positive context for learning by ensuring equity, fulfilling professional responsibilities with honesty and integrity, and serving as a model for the professional behavior of others.*

Standard E1. Creates and supports a climate that values, accepts and understands diversity in culture and point of view

CPR training to occur at the end of the semester - provided by Mrs. Colon and Ms. Cavanaugh.

Standard E2. Demonstrates personal and professional standards and conduct that enhance the image of the school and the educational profession; protects the rights and confidentiality of students and staff

All observations/feedback is confidential.

Standard E3. Relentlessly pursues reflective behavior

Participating in the New Principal Meeting for School Culture and Climate on January 24th and viewing a New Principal webinar on January 25th.

PLC for Network 1 with other new and/or Interim Principals and these meetings provide insight into the work that is being done within our network and helps to put the position in a frame of reference.

Business Items:

Internal Accounts December 2017 were distributed and perused by LSC members.

Internal Accounts: Checks Over \$1,000:

Foster/Nilles-Made the motion to approve the following checks over \$1,000:

AI Bus Service (Chicago Wolves) \$2,700.00

Scholastic Book Fair \$4,453.11

Rosemont Hockey \$2,938.00

Booksource Books \$1,180.78

Motion to approve passed.

Budget Amendment Approval- SGSA (225) - funds transferred in order to clear pointer line negatives.

Amounts: \$25.30

Budget Transfer on January 16, 2018 in (225) SGSA from Supply line to Pointer lines for benefits and insurance

\$33.84

\$13.44

Fundraisers:

Huber/Rizzo-Made the motion to approve the following fundraisers:

Screenagers

(This program would be Garvy's Winter Parent/Community Training; a fee of \$10 would be charged to participants.)

Student Council Valentines Gifts

8th Grade Graduation Pictures-8th Grade

Yearbook-Student Body

Connect Four Tournament-PTA

Portillo's Night-PTA

Wonder the Movie Night-PTA

Blue Man Group Night-PTA

FUNdrive-PTA

McTeacher Night-PTA (The teachers/Staff will be trained to serve customers.)

Family Game Night-PTA

Spring Picture Night

Bulldog Bash-PTA

EPI School Supply Packs-PTA

Motion to approve all of the above fundraisers Passed.

Bilingual Advisory Committee Report

From 1/10/18 Meeting

Main topics discussed were about parent involvement, hosting an International Night (several planning ideas were shared), and starting a Parent/Mentor Program.

Grant Writing Report

- 1) Garvy School received a grant for \$15,194.37 from the City of Chicago After School Matters program. The new after school program is called Out-of-School. We will use these funds to support classroom instruction with after school tutoring and homework help from the classroom teachers. One teacher per grade level will be paid to stay an hour after school, three times a week.
- 2) Congratulations to Mrs. Allison Tracey (8th Grade Science and Social Studies). She had her Donors Choose Ozobots project fully funded. Ozobots are small robots that the students can code to do a number of tricks. She and her 8th graders are excited to use them in the lab real soon.

Safety and Security

During the month of December 2017 most incidents occurred in the classroom and hallways around noon. The codes broken were mostly minor acts of physical bullying.

Incidents involving the usage of vaporized devices arose on campus. The police have advised administration to do random searches in the junior high grades.

Mrs. Foster (Parent) volunteered to be the PTA/LSC Liaison.

Ms. Rebecca Cavannaugh volunteered to be the new Teacher Representative for LSC. (She will have to be voted in during our next scheduled meeting.)

PRINCIPAL SELECTION PLANNING

Grau/Rizzo-Made the motion to approve the Principal Candidate advertisement written by Ms. Huber. Motion to approve passed.

Network:	1	
School name:		<i>John W. Garvy</i>
School Address:		<i>5225 N. Oak Park Ave.</i>
Administrative grade:		<i>Kindergarten through 8th Grade</i>
Submit to:	<i>Han Kim</i>	
LSC Chairperson Email:		<i>hkim2910@gmail.com</i>
Application Deadline:		<i>February 7, 2018</i>

To apply, candidates must complete and submit [CPS Principal Candidate Application Form](#) and attach their resume, cover letter, and any other materials requested by the advertising LSC. Additional attachments will not be accepted.

Candidates must submit a separate application with material for each individual school to which they are applying. All materials must be in PDF format only. (*Save your document in PDF format prior to submission.*)

At Chicago Public Schools, our mission is to provide a high-quality public education for every child in every neighborhood, that prepares them for success in college, career, and community. This important work is grounded in our vision, a document created to align our efforts and provide a clear sense of our priorities over the next year three years for all stakeholders. To fulfill our mission, we seek innovative, entrepreneurial, results-oriented school leaders with a deep sense of responsibility and commitment to the students in their schools and to the communities in which their schools reside. CPS Principals are key levers for change and are critical to the success of our schools.

In accordance with the CPS Principal Competencies, we expect principals to:

- Create powerful professional learning systems that guarantee exceptional teaching and learning for students.
- Champion teacher excellence through a focus on continuous improvement.
- Establish, nurture and protect a culture driven by college and career readiness.
- Empower and motivate families and communities to become engaged in student learning.
- Relentlessly pursue self-disciplined thinking and actions.

School's Information:

John W. Garvy Elementary School is a Level 1+ school that serves over 800 students from grades Kindergarten through 8th. Garvy is a neighborhood elementary school committed to providing every student with superior academic and social-emotional education. Our mission is to provide a rigorous core curriculum that educates all students and fosters critical thinking while integrating technology in order to prepare a community of learners for college and career readiness in the 21st century. Garvy aspires to provide students with a nurturing environment, a challenging curriculum incorporating reading across all content areas, and a quality education that creates a passion for lifelong learning and a solid work ethic.

The candidate must have the following characteristics and skills:

Our instructional leader will have the responsibility to:

- Hire and retain high-performing teachers and staff and support their ongoing development and learning.
- Advocate for teachers and students.
- Promote an atmosphere of diversity, inclusion, respect, understanding, debate, achievement and safety.
- Encourage and motivate families to be engaged in their students' learning and our school.
- Promote and champion our school's mission and vision, described above.
- Proactively communicate to and across all constituent groups (e.g. staff, students, LSC, PTA, community).
- Implement research-based curriculum and instructional practices that ensure student achievement for all of Garvy's academic community. Wherever possible, solicit the help of innovative tools and technology to help Garvy become an environment where children thrive.
- Set aggressive goals and track progress of achievement targets, school initiatives and individual staff development.
- Seek and expand partnerships with external businesses, community organizations and other schools to drive community support of Garvy's mission and vision.
- Manage facility improvements and ensure that teachers and staff have the necessary resources and materials to succeed in their positions.
- Our instructional leader will have demonstrated the following qualities in prior experience:
- Success in leadership positions: Proven ability to delegate leadership and collaborate with students, staff, parents, community members and other stakeholders to drive student learning.
- Success in recruiting, selecting and developing high-performing teams.
- Expertise in building a positive school culture and climate
- Expertise in developing a rigorous, standards-based, instructional program conducive to student learning and professional growth of staff.
- Strong conflict resolution skills and ability to build coalitions among students, staff and parents.
- Outstanding strategic planning and problem-solving skills with an orientation toward results, action, impact and influence.
- Strong management and resource allocation experience.
- Working knowledge of CPS systems and structures.
- Extensive teaching experience or provision of instructional support.
- Knowledge of and expertise in Common Core State Standards as demonstrated through development of effective unit and lesson planning protocols aligned with data-driven practices.
- Strong methodology providing differentiated instruction to meet student needs, including the ability to challenge advanced students and offer innovative learning experiences for students with special needs and EL students.
- Experience with special education students and practices; thorough understanding of Least Restrictive Environment (LRE) policies, rules and regulations; and understanding of importance of special education staffing.
- Expertise in supporting, developing and evaluating teachers and staff through mentorship and ongoing professional development, data-based coaching plans and other development activities.
- Positive community and family engagement experience.

Mr. Kim explained that the ad has to be posted for two weeks (1/24/18-2/7/18). All LSC members must read through resumes sent in, then, at the 2/13/18 LSC meeting we will move into a closed session to review the resumes.

Our next scheduled meeting will be held on February 13, 2018.

Foster/Hernandez-made the motion to adjourn the meeting. Motion passed.

Meeting was adjourned at 6:23 p.m.

Minutes respectfully taken and written by Mr. V. Grau.

