

## MINUTES OF THE JOHN W. GARVY LOCAL SCHOOL COUNCIL

5225 North Oak Park Avenue

Chicago, Illinois 60656

Tuesday, February 13, 2018

The John W. Garvy Local School Council Principal Selection meeting was held on Tuesday, February 13, 2018 in the School's Library at 5:30 p.m.

The meeting was called to order by the Chairperson, Mr. Han Kim, at 5:35 p.m. Quorum was established.

Members Present: Allison Cianci, Sean Derry (Tardy-Arrived 5:45 p.m.), Barbara Fabris, Nicole Foster, Victoria Grau, Stephanie, Huber, Han Kim, John Rizzo, Stasi Nilles, Lydia Hernandez, Heather Chron

Members Absent: Erin Spirovski (Resigned)

Special Guests Present: Mrs. Leila Majstorovich, Chief of Network One, Mrs. Julie McGlade, Deputy Chief of Network One, Mr. Luis Garcia, CPS Local School Council Representative  
Guests Present: Stephanie Bester, (Interim Assistant Principal), Mrs. Terri Hehn and Mrs. Karen Martin (Garvy Teachers), Elena Sahaydak

LSC Minutes were perused with an Addendum. Rizzo/Huber-Made the motion to approve the minutes from the January 16, 2018 LSC Minutes with the Addendum. Motion passed.

Public Comment: A parent expressed her approval and gave praises for the new 2nd Grade Teacher, Carol Khou.

Principal Report 2/13/18

by: Heather Chron

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

[Flex PD \(2 hours remaining\) and Prep With the Principal will be focused on CIWP School Excellence Framework \(SEF\) scoring and priority setting using data from SQRP which encompasses NWEA, 5 Essentials, attendance, etc.](#)

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

[Working with the PPLC to address teacher concerns as they arise to further student learning.](#)

Collaborates with **ILT** to create CIWP planning schedule and Prep with the Principal agenda(s) to analyze current CIWP and score SEF which is due by 2/28/18.

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

Weekly meetings have been established with **Aramark** Operations Manager, Victor Birriel and Engineer, Nate Quillen.

- Hallway of 2nd floor waxed over the past couple of weekends (it had not been done over winter break).
- Projector lights replaced in 101, 102, 104, 112, 204, 210, 221, 222, 223 and 225.
- Grease trap cleaned in the lunch manager office
- Lighting replaced around the building, outside of 206, 2nd floor landing by Door 5, ballast and lights replaced outside of 206
- Classroom for 110 (4th second grade room) set-up with new furniture
- Engineer's office location changed, and room 219 is now an office for 3 special education teachers who had been in Room 110

Reminder that students will continue to go outside as long as the **weather** permits (20/20 rule). Students are allowed to play in the snow, only if they are appropriately dressed (snow pants, boots, gloves, etc.) However throwing of snow or snow balls is not allowed.

Standard A5. Ensures that the school's identity, vision, and mission drive school decisions

Elementary School Sports Program: The **SCORE** Program continues. Spring SCORE information was disseminated to school liaisons and spring sport choices will be communicated this month.

**New laptops** distributed to homeroom teachers to support technology in the classroom.

**Projector lamp bulbs** changed for 15 starboards.

**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

Prep with the Principal in January focused on **student growth goals** utilizing Dibels/TRC and NWEA data. Students to have agency in creating their own learning goals in one on one conferences with their core subject teachers.

**ELA PLC** continues to meet regularly to discuss goal setting for PLC. Instructional Support Leader from the Network, Georgia Mathis, attends PLC meetings.

Museum of Science and Industry (**MSI**) program for 5th-8th grade teachers impacting **NGSS** alignment and unit planning. Teachers are almost done vertically aligning the concepts taught in each grade level and teachers in 2nd-4th grade are writing a proposal to continue the work through the same program next school year.

Math in grades 7th and 8th are utilizing the **Connected Math Program** (version C) that was purchased this school year with the 10th day budget money given to support instruction.

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

All **ESP/PSRP positions** if submitted a self evaluation in November will receive a middle of the year (MOY) rating with specific goals by February 15, 2018.

We are currently on track to completing all tenure and non-tenure **teacher observations** prior to their due dates. We are also using the 3-2-1 informal observation feedback form when visiting classrooms.

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

**MTSS** monitoring the fidelity of teacher entry of data for students in tiers 2 and 3.

ELA teachers have completed **BAS assessments** in grades 3-8 to differentiate instruction based on student needs.

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

**Ms. Carol Khou** joined our staff Friday, February 2nd in the second grade.

**Ms. Ericka Sanchez-McCarthy** was hired to fill the leave of the Counselor until she returns later this month.

We welcomed back **Ms. Anna Ress** to 5th grade in January.

**Ms. Patricia Friday**, LBS1, has been extended an offer to fill Ms. Conlisk's leave for the rest of the school year.

**Mrs. Susan Lamb** announced her retirement which will be effective Thursday, February 15th.

We are currently interviewing for her position.

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.

District initiative **Learning Summits** Cycle Three to happen this month for Mr. Jablonski (8th grade Math), Mrs. Joanna Spyrtos (7th grade Language Arts), Mrs. Beverly Mendoza (5th grade Math) and Mrs. Carol Navarro (3rd grade Science). Teachers are to report the work they've done at their schools influencing instruction to include student agency, identity and authority Kindergarten through 8th grade.

Mrs. Angela Lopez (3rd grade Language Arts), Mrs. Maria Shehab (4th grade Science) and Mrs. Marie Mora (Kindergarten) will attend **CIWP training** with Ms. Chron on March 5th.

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.

**CIWP bucket** created this month with money that was provided for schools who do not receive Title 1 funds. This will provide compensation for the Instructional Leadership Team (ILT) as they analyze current instructional practice, plan and write the CIWP.

- As a recipient of NCLB Title 1 Funds, CPS is required to conduct a comparability study to ensure that schools receive an equitable share of local funds to cover basic instructional programs. To meet this requirement, a yearly analysis of schools' local (Fund 114&115) and SGSA (Fund 225) funding levels in

conjunction with membership counts are used to determine if our school is comparable. In our case it was determined that we are eligible for an additional \$4,495.71 in local funds. The funds were transferred into budget line 23301.115.57915.119035.001018

**Special Education Workload Reduction** money was put into a bucket for teachers to be paid for IEP writing after school hours. This is especially helpful with having 2 teachers out for the entire year up until this point.

- The Joint CTU-CPS Committee on Special Education, Case Management and Clinicians have agreed to distribute funds for workload reduction, with each school receiving approximately \$8.88 per IEP or 504 Plan by October 29, 2017. They were transferred into budget line 23301.114.57915.231601.000151

Standard B7. Advances Instructional Technology within the Learning Environment

A **cart of Chromebooks** has been ordered for the second grade with Adopt-A-Classroom funds.

**Two copy machines** to be purchased for the teachers to use for instructional purposes. (Please also refer to PPLC report.)

Mrs. Bester has been **evaluating the technology** that needs **disposal** and distributing technology to all new staff.

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

**MOY reports** will be given to all SECAs who turned in their beginning of the year (BOY) self-evaluation.

All staff members receive feedback on their observations within the 2 week time frame set by the contract. Many post conferences take place in 1 week of the time frame.

**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

**CircEsteem** is taking place in the 5th grade every Tuesday for the next couple of weeks. As reported last month, PTA and school budget split the cost of \$5K for program to have 6 total weeks, with one field trip and one performance.

The upcoming **Drama Club** presentation will be in March - March 15, 2018 at 7:00 P.M. for evening viewing and Tuesday, February 20, 2018 for students during the school day.

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

6th-8th grade **Garvy Golden Bulldog Card Event** held for all students who had their card at the end of the 2nd Quarter. Students were able to choose from various activities, including art, media, extra recess, etc.

Reviewed all **report cards** and signed and stickered report cards of students with perfect attendance, silver and gold honor roll.

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

Faculty and Staff continue to support this work through **PBIS interventions** and through maintaining integrity with the **student code of conduct (SCC)**.

**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

**Kiss and Go** has been running since our return from break, and the new traffic pattern has been implemented. Mrs. Schroeder holds a sign for students to know where to drop off their 4th-8th graders and Mr. Sanchez directs traffic to help people drop off their Kindergarten and 1st graders and keeps a lane of traffic moving. Mr. Romano and his crew on Oak Park are still keeping drop off safe, too. Mr. Szymczak made the horse that has the Do Not Enter sign placed at the corner of Foster and Rutherford avenues.

Ongoing **traffic concern** still exists with cars parking in crosswalks, cars double parked and left in order for parents to pick up students and speeding vehicles. If parents were to drop off and go that would also alleviate traffic concerns, it's the parked cars that are also causing some of the congestion and safety hazards.

**Crossing Guard** at Higgins and Oak Park was present on Friday, February 9th for the snow day. She has always been so dependable, as well as the crossing guard on Oak Park and Foster. I have been out to meet each of them this winter to thank them for their service.

Standard D2. Creates, develops and sustains relationships that result in active student engagement in the learning process

Garvy has maintained relationships with many **outside agencies** to offer music before and after school as well as soccer, art, Good News Club, Young Rembrandts, Right at School, Test Prep and Girl Scouts.

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

Staff has begun the process to complete the **5 Essentials Survey** and this will also be completed by upper grades students and parents coming up in the spring. When the administrative team receives this data, they use the feedback received to update professional development sessions as well as CIWP work.

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

**Volunteer Process** is now online and there is a description of Level 1 and 2 volunteers. Background check, including fingerprints and TB test are some of the criteria to be approved. The process can take 2-5 weeks. I have become the approver and am able to approve volunteers as of this past week!

**LSC elections** to happen this April 2018. Application are due to Ms. Diaz no later than March 2nd.

**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.

**We are Garvy** assembly took place this month and there will be one more presentation for students in the upper grades. These assemblies focus on helping others and serving the community. There was a motivational speaker who came and spoke to the students and they loved it.

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

Administration held school improvement professional development which included culture Administration maintains positive communication with the school community through the school website, robo calls, newsletter and twitter feed.

Standard E3. Relentlessly pursues reflective behavior

Attended **New Principal Cohort** meeting February 8th and reflected on team building practices as Garvy. Have attended one **Principal PLC** at Bridge Elementary School with the Principals from Bridge and Edison Regional Gifted. They will be at Garvy this week and then we will visit Edison. We exchange ideas, visit classrooms and discuss problems of practice that we would like to improve upon. I will participate in my **Middle of the Year (MOY) conversation** with Network 1 Chief next week.

### **Business Items:**

Internal Accounts January were distributed for our peruse.

### **Internal Accounts:**

**Nilles/Huber-Made the motion to approve the following**

### **Checks Over \$1,000:**

1. Valentine Grams/Oriental Trading - \$1710.59 (check for \$1170.51 and \$540.08)
2. Logo Rugs - \$1,273.00
3. CircEsteem - #2500.00

Motion to approve Passed.

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

Drama Club Play, Chipotle, Rafiki Bracelets, Back to School Block Party

**Motion to approve fundraisers passed.**

Approval needed for mid-year budget transfers:

**Foster/Hernandez-Made the motion to approve the following transfer of funds:**

225 (SGSA) Miscellaneous funds \$9075.14 to Math Line for purchasing of consumables and other instructional materials \*This fund is SGSA prior year allocation funding. Motion to approve passed.

**Foster/Grau-Made the motion to approve #'s 2-5 of the following transfers:**

2.115 (SBB) \$4341.40 and \$64.26 amounts transferred to CIWP bucket as discussed in B6

3.114 (Special Education) \$1421.15 transferred for Special Education Workload Reduction as discussed in B6

4.115 (SBB) Miscellaneous funds \$20,033.00 transferred to Reading Supply Line as discussed in B7

5.115 (SBB) \$1866.00 transferred from one account to another to purchase folding chairs for MPR

**Motion to approve #'s 2-5 was passed.**

6,115 (SBB) Miscellaneous funds in the amount of \$864.41 transferred to Reading Line for ELA books

7.353 (Title II) Funds in the amount of \$13.44 and \$33.84 transferred to cover negatives in salary Pointer and Benefit Lines

## COMMITTEE REPORTS

Adopt a Classroom Report

Respectfully submitted by Nicole Foster

Checks have been distributed to teachers who submitted receipts. Another gift card sale will be held before spring break. Amazon smile link has been placed on Garvy home page!

Alumni Spotlight

Reported by Ms. Huber

Congratulations to these Garvy Alumni, who are continuing to show excellence in their High School careers!

The following students have achieved Honor Roll for outstanding academic performance:

Resurrection High School

First Honors

Adriana W.

Meghan C.

Olivia W.

Ella N.

Samantha G.

Izabella B.

Claudia D.

Nicole B.

Kaitlyn C.



Second Honors

Samantha G.

Izabella B.

Claudia D.

Nicole B.

Kaitlyn C.

BILINGUAL ADVISORY COMMITTEE

Reported by Mrs. Grau

K-3 ACCESS Paper and Pencil Testing is done.

International Night is being planned.

**Grant Writing Report Reported by Mrs. Bester**

Congratulations to Mrs. Sophia Panos (8th Grade Reading). She has been accepted into the Spring 2018 EDLab program. This program provides professional development in the subject of writing, a stipend, the opportunity to build community, boost student writing skills, and support classroom goals.

The program is followed by a series of field trips with exciting fresh and relevant authors created especially for students. Ms. Panos will receive student copies of the two featured books, and free tickets for the 8th graders to meet the author of the featured books.

**SAFETY AND SECURITY**

**Reported by Mrs. Bester**



The three reports showed that most of the incidents happened between 11 am and 1 pm, in the classrooms and/or playground and the usage of profane language Code 3-4 was the most broken code.

### **PTA**

**Reported by Mrs. Foster**

**During the month of February the PTA is hosting three fundraisers:  
Mc Teacher's Night, Dance-O-Thon, and Family Game Night .**

### **PPLC**

**Reported by Ms. Huber**

**Problem:** There have been many problems with the copy machines. They have been breaking a lot or have been being left jammed.

**Solution:** Two new copy machines have already been ordered for the building. They will be located in the main office and the book room. The copy machine that is currently in the main office will go outside room 201, the copy machine that is in the book room will go to room 111, and the copy machine from room 111 will go to the new Sped office.

**Problem:** When a teacher or staff member witnesses a behavior, who is responsible for writing the pyramid and contacting the parent?

**Solution:** A pyramid should be *written* by the staff member who witnesses the behavior/ is responsible for the students at the time the behavior occurs.

*After a pyramid has been written*, the person who writes the pyramid should consult with the homeroom teacher about parent contact. Parents can be contacted via phone or email by either the person who wrote the pyramid or the homeroom teacher.

**Problem:** Kindergarten-2nd grade had a lot of trouble with NWEA testing because the students do not know how to use the computers independently. Can it be scheduled so that someone else is in the lab with them to help set up and to help with technology issues?

**Solution:** New headphones have been ordered for the computer lab and will be here well ahead of EOY testing. The counselor position is being filled until our full-time counselor returns, so someone will be assigned to EOY testing to help with technology. Please be sure to check the schedule as soon as it is released for any scheduling conflicts.

### **PUBLIC COMMENT**

Ms Chron distributed candidate forms for LSC Elections which are to take place in April and are due into the main office by March 2nd.

**The Local School Council agreed to hold a CANDIDATE FORUM on March 21st at 5:30 in the Multi-purpose room. Mr. Luis Garcia, the CPS Local School Council Representative, reported that he will be in attendance.**

A parent, Stephanie Chovanec, wrote an endearing letter to endorse Ms. Chron for principal. The letter was read aloud by Mrs. Foster.

Ms Huber held a staff vote for filling in the LSC Teacher vacancy (see Addendum of 1/16/18 LSC Minutes).

CONGRATULATIONS to Mrs. Karen Martin, she is the new LSC Teacher Representative.

The LSC agreed to allow Mrs. Martin into the closed session for Principal Selection.

### **PRINCIPAL SELECTION**

Nilles/Foster-Made the motion to move into a Closed Session for the purpose of choosing a principal. Motion Passed.

The Garvy Local School Council Moved into a Closed Session at 6:25 in Room 208.

Attendance: Allison Cianci, Sean Derry, Barbara Fabri, Nicole Foster, Victoria Grau, Stephanie Huber, Han Kim, John Rizzo, Stansi Nilles, Lydia Hernandez  
Guests: Mrs. Karen Martin new Teacher LSC Representative (Paperwork still needed for government.), Mrs. Leila Majstorovich, Chief of CPS Network One, Mr. Luis Garcia, LSC Representative from CPS

Rizzo/Nilles-Made the motion to move the closed session of LSC to an open session. Motion passed.

Garvy LSC moved to open session at 6:45pm.

**Huber/Nilles-Made the motion to appoint Ms. Heather Chron as permanent principal of Garvy School.**

**A roll call vote was taken to contract Ms. Heather Chron as Principal of Garvy School for four years. Motion to approve passed.**

**Ms. Chron's permanent position as Principal of Garvy School will begin July 1, 2018.**

## **CONGRATULATIONS MS. CHRON !!!!!**

**Our Next LSC meeting will held on March 13, 2018.**

Rizzo/Foster-Made the motion to adjourn the meeting. Motion passed. Meeting ended at 6:50 p.m.

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



