

MINUTES OF THE JOHN W. GARVY LOCAL SCHOOL COUNCIL
5225 North Oak Park Avenue
Chicago, Illinois 60656
Tuesday, December 12, 2017

The Garvy Local School Council regular meeting was held on Tuesday, December 12, 2017 in Room 208 (due to Book Fair) at 5:30 p.m.

The meeting was called to order by the chairperson, Mr. Han Kim at 5:34 p.m. Quorum was established.

Members Present: Allison Cianci, Sean Derry, Barbara Fabris (arrived at 5:41), Nicole Foster, Victoria Grau, Stephanie Huber, Han Kim, John Rizzo, Lydia Hernandez and Heather Chron

Members Absent: Erin Spirovski and Stasi Nilles

Special Guests: Mrs. Julie McGlade, Deputy Chief of Schools-Network 1 CPS, Chris Zelenka (Mentor Principal from Murphy School)

Guests: Mrs. Stephanie Bester (Interim Assistant Principal), Mrs. Terri Hehn (teacher), Mrs. Rebecca Shufelt (teacher)

LSC Minutes from 11/14/17 were perused. Huber/Foster made the motion to approve. Motion passed.

Mr. Kim offered Congratulations to Mrs. Terri Hehn for winning the Lester Crown MSI Distinguished Teacher Award.

Mrs. McGlade offered her help, support and encouragement to all Garvy families, teachers, staff and especially to Mrs. Chron.

Mrs. McGlade endorses Mrs. Chron's pursuance of becoming principal of Garvy School and to keep Garvy the Best Ever School.

Mr. Kim welcomed Mrs. Cianci to the LSC Local School Council, she is our parent representative.

Discussion followed in regards to Principal Selection.

It was agreed to let Ms. Huber and Mr. Kim write the advertisement for the opening of Garvy's principal position.

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.

The **ILT** has also been examining data provided by the Network 1 data strategist to find trends, specifically focusing on our **DL and EL learners**.

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. One of the initiatives was to create and send out Language Arts and Math surveys to teachers asking them what materials they use, the lesson delivery they use and concerns they have about their current curriculum. Another **Prep with the Principal** initiative has been reviewing the **5Essentials, Parent/Guardian MyVoice, MySchool Survey and SQRP data**. Staff celebrated portions of the data and looked closely at areas of improvement. Grade level teams will present an action plan that they create of **“What’s Working!”** 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

Leadership Summits for Network 1 continue into the **second cycle** and will be attended by Mrs. Mendoza (5th grade Math), Mrs. Lopez (3rd grade Language Arts), Mrs. Spyratos (7th grade Language Arts), Mrs. Navarro (3rd grade Science), Mr. Strawinski (6th grade Language Arts) and Mr. Jablonski (8th grade Math). Both Mrs. Bester and Ms. Chron attended one of the sessions with the teachers as well. This is a CPS district-wide initiative to “understand how agency, authority and identity connects to adult learning best practices...[by] evaluat[ing] our school’s current state of student agency, authority and identity.” Teachers were to set a goal and implementation plan to increase student and teacher agency for the first semester.

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

Reminder that students will continue to go outside as long as the **weather** permits (20/20 rule). This year students will be allowed to wear snow pants and snow boots outside at recess if there is snow. If students are appropriately dressed, they can play in the snow. If they are not wearing the appropriate attire, they can play on the sidewalk.

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** has begun and all participants should have received a schedule of practices and game times. Schedules have had changes and the coaches are working to communicate these changes as effectively as possible. Garvy will have the following teams: 1 team for $\frac{5}{8}$ girls, 2 teams for each of the boys and 2 teams for $\frac{7}{8}$ girls. The coaches are Mr. Camacho (1 boys and girls team for $\frac{7}{8}$), Ms. Cavanaugh ($\frac{5}{8}$ boys), Mrs. Hehn ($\frac{5}{8}$ girls), Ms. Patton ($\frac{5}{8}$ boys) and James Ziaja from the Chicago Park District (1 boys and girls team for $\frac{7}{8}$).

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

We will continue to use our Flex Days and Principal directed school improvement days 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

We are currently on track to completing formal **observations** for all tenure and non-tenure teachers in January. ESP/PSRP self-evaluations were handed in to the Principal in November and written feedback was provided back to all ESP/PSRPs.

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. **BAS Kits (Benchmark Assessment System)** kits are being used in 4th through 8th grade. Teachers are learning how to use the system and understand the results. The results will ultimately impact instruction by clarifying student needs. It is a trial run for this school year.

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

There are three **FMLA leaves** approved for the month of December. The 6th grade leave will be staffed by Ana Lopez and we are currently interviewing for the Special Education 6-8th grade leave. Both leaves are scheduled for 6 weeks with an extension granted if needed. Our counselor is also on leave for six weeks and should return as early as mid-January.

Two SECAs have also applied for leaves, one is an Intermittent Leave, which was also granted between the months of November and February 2018 and there is one more leave pending, which is slated to begin when we return in January 2018 until May 2018.

We welcomed back Mrs. Colon from her leave on December 4th!

I am also pleased to announce that we will welcome **Ms. Carol Khou**, to our staff at the start of the 3rd quarter, February 5, 2018. The CTU Union Contract stipulates that in classes in the primary grades that have over 31 students they are afforded a Teacher's Assistant. Because all three rooms have over 31 students, Garvy was afforded a full time teacher! This will reduce class sizes to about 25 students per class. Much consideration is being put into the movement of students. A formal letter will be sent home the day after our LSC meeting and if students were chosen, a letter will be attached. Families and the LSC will be invited to meet Ms. Khou the week of December 18th!

We will also welcome Ms. Clarissa Grego when we return from break in January 2018. Ms. Grego has been hired as a full time Special Education teacher to assist in serving our Diverse Learner population. She is a recent graduate from Northeastern University. We appealed to the Chicago Public School Board because we had an influx of students over the summer who needed special education services, however we had lost two special ed teacher positions in our

2017-18 budget. We **have been** afforded a half time teacher to cover these services, but with our funds we received due to the 10th and 20th day budget adjustment, I am able to use those funds to cover the other half of 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

Mrs. Bester is leading a Professional Learning Community (PLC) for our Language Arts teachers in 4th-8th grade to determine a problem of practice and a plan to solve it. At this time, teachers are interested in creating a course map at every grade level and this aligns with our CIWP!

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.

Standard B7. Advances Instructional Technology within the Learning Environment

A laptop for every homeroom teacher was purchased in order to sustain our starboards in the classrooms. The majority of teachers have not received new laptops in over 5 years and updated technology was needed to maintain instructional practices. Teachers also received document cameras in several classrooms that did not have one. These items were purchased with 10th/20th day budget adjustments.

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.

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 are waiting to hear back on The CircEsteem Art grants for the school and hope to receive updates prior to the Holiday break. We are still on course for Tunes on the Turf @ 9:00 AM on December 19th.

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

Our counselor is on leave; the 8th grade teachers have been completing information for students applying to high schools. The **GoCPS** window will be closing on December 22nd. If students have not enrolled, it is highly recommended to all students to apply. Information for Open Houses or other HS events are housed outside of the Gym. Catholic School Testing takes place in early January. Each school runs their testing a bit differently so please reach out to that school beforehand to ensure proper procedures on that morning.

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

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 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 8, 2018, when students return after winter break.

The **generosity of the Garvy Community**: parents, teachers and staff, has been wonderful with clothing donations, toy donations, food donations and most importantly a donation of their time to help support the many holiday activities!

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, girl scouts and boy scouts after school, including **Winter Band Concert** to be held at Garvy December 12th.

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.

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.

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.

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

Attends New Principal 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.

Also attends **New Principal meetings for the District** and attended a Problems of Practice PLC at Chicago Academy High School on November 30th with my mentor Principal, Chris Zelenka from Murphy School. Throughout these sessions, conversations revolve around reflection of current practices

Business Items:

Internal Accounts November 2017.

Internal Accounts: Checks Over \$1,000:

Rizzo/Huber-Made the motion to approve the following amounts for checks over \$1.000:

Chicago Wolves \$2,700.00

Rosemont Hockey \$2938.00

Motion to approve passed.

Fundraisers:

None at this time

Budget Amendment Approval-

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

SBB (school based budgeting) funds transferred from a general fund to Pointer lines for updates in positions. Amounts: \$14,879 and \$9,791

Motion to approve passed.

COMMITTEE REPORTS

Adopt a Classroom report by Nicole Foster

AAC is in the middle of collecting gift card orders and holiday wish lists for teachers.

After those clear they will be making a Chromebook purchase of \$13,652.44.

Bilingual Advisory Committee (BAC) Report

- BAC Parents prepared a table during Report Card pick-up day and were promoting bilingual program. This is a first time ever initiative. The informational table was set up by Room 208A. This was initiated by parents and they were the ones who also baked some cookies and sweets. The current board is very engaged and full of ideas.
- November 17, 2017 - Mrs. Mora organized first time in Garvy's history reunion for Spanish bilingual families. The meeting started at 8:00. Among participants we had also children. A lot of teachers were able to attend and they were introduced to the families.
- The BAC dates for future meetings - it will take place during 1st Wednesday of the month:

SAFETY and SECURITY REPORT

Mrs. Chron reported the sequence of events for an incident which occurred on the Garvy campus involving a stranger in a car attempting to talk to some girls. All the proper procedures for such an event were taken.

Mr. Kim complimented the accuracy of the way this incident was handled.

Mrs. Bester reported that the number of incidents happening after school has dropped. Most incidents occurred during recess on the playground for breaking a 2-4 Unacceptable Minor Physical Action Code of Conduct.

Grau/Huber-Made the motion to Open the process of Selecting a New Principal. Motion passed with the following proposed timeline:

Proposed Principal Selection Timeline By Stephanie Huber

December 12, 2017

- Vote to begin principal selection process
- Appoint principal selection committee
- (principal evaluation committee-Mr. Kim and Ms. Huber)

January 16, 2018

- Principal selection committee will present advertisement for approval
- Advertisement will be sent to the Network Chief for final approval (pending LSC approval)

January 24- February 7, 2017

- Position will be posted and resumes will be accepted

February 7, 2017

- Position closes

February 13, 2017

- LSC goes into closed session to review resumes

Ms. Foster requested the appointment of a PTA liaison be made at the next scheduled LSC meeting, which is to be held on February 13, 2017.

On January 16, 2018, the LSC will meet to discuss and vote on Principal Selection requirements.

Huber/Rizzo-Made the motion to adjourn the meeting. Motion passed.
Meeting adjourned at 6:36 p.m.

Minutes respectfully taken and written by Mrs. V. Grau.
Minutes approved on 1/16/18.

