

**STEM Magnet Academy
Local School Council
Regular Meeting Minutes**

April 14, 2015

I. Call to order

Mrs. Langston called to order the regular meeting of the Local School Council for the STEM Magnet Academy at 5:33pm on April 14, 2015, at the STEM Magnet Academy gymnasium.

II. Roll call/Establish Quorum

Mrs. Langston conducted a roll call. The following persons were present:

Jeremiah Abiade (not present)
Maria Amoruso
Deborah Bonner
Deana Caccavale
Deidra Harper
Sadika Langston
Jeff McCarter
William O'Neill
Gretchen Brinza
Lindsay McGrane
Zakiya Libby-Williams
Maria McManus

Quorum was established.

III. Review and Approval of Agenda

Dr. O'Neill moved to approve the agenda. Mrs. Langston seconded the motion.

Vote: 11 in favor

IV. Review and Approval of March 4, 2015 Meeting Minutes

Mrs. McGrane presented LSC members with copies of minutes from regular and special LSC Meetings for March 2015. Mrs. Langston clarified that the LSC would just be voting to approve the minutes for the March 4th meeting. Mrs. Brinza moved that the minutes be approved. Mrs. Libby-Williams seconded the motion.

Vote: 11 in favor.

V. Chairperson's Report

- Mrs. Langston reminded LSC members that LSC training modules must be completed by April 30, 2015. LSC members should also have their fingerprints processed by Chicago Public Schools by that time.
- Mrs. Langston stated that she would also be helping to solicit parent responses for the My Voice My School Survey at report card pick up on April 16, 2015.

VI. Principal's Report

- Internal Accounts – Ms. McManus distributed the Balance Sheet and Cash Distribution summaries for the month of March. The majority of checks written were for field trips.
- Student Surveys – Ms. McManus shared that at the last regular LSC meeting, she mentioned that students in grades 3-6 had taken the My Voice, My School survey. Ms. McManus stated that the students had taken the survey prior to parents being notified and that that was an oversight on her part. Ms. McManus shared that she then emailed parents to say that students had taken survey, and that no parents had expressed objections to their students taking the survey. Ms. McManus stated that moving forward, parents would be notified prior to students taking surveys.
- My Voice, My School surveys are available for parents to fill out from April 1 - April 30, 2015. Paper copies of the survey are available at the school and parents were also emailed a link to a digital copy of the survey.
- PARCC/NWEA – Ms. McManus shared that the window for the end of year PARCC assessment is from April 27th – May 22nd. This assessment will be taken in the gym, as was the middle of year assessment. Grades 3 and 6 will test first in order to allow them to begin testing on NWEA, which is the district assessment. End of year NWEA assessments will be given between May 11th and June 12th.
- Middle School Dance – Ms. McManus thanked the staff members and parents who helped organize STEM's first middle school dance.
- STEM had 19 students test to enter Academic Centers for the 2015-2016 school year. 15 students were accepted to Academic Centers, including 6 at Kenwood, 4 at Whitney Young, 3 at Morgan Park, 1 at Lindbloom, and 1 at Lane Tech.
- Ms. McManus shared that STEM received a total of 1890 applications for the 2015-2016 school year. Approximately 20 siblings were accepted to kindergarten.

VII. CIWP Mid-Year Review

- Ms. McManus reviewed each section of the current CIWP:
- CCSS – Literacy – This section needs to be updated by removing DIBELS/TRC, which is no longer used and can be replaced with the Next STEP assessment.
- CCSS – This section needs to have mClass math removed and be revised to say grades 1-3 are using Singapore Math. This can also be updated to state that teachers meet vertically to plan in grade bands K-2, 3-6.

-- Science – Ms. McManus stated that teachers could do more STEM focused professional development within the school, but that specialists do facilitate professional development outside of the school. Mrs. Amoruso asked who makes up priority groups and Ms. McManus clarified that this distinction includes ELL students and our students that receive Special Education services. One of the milestones identified for the Science Priority area focuses on gains of Diverse Learners making gains in Science on the REACH Performance Tasks.

- Specialized academic programs –This section needs to be edited so that it says “all” for specialized academic program teachers (Mrs. Brinza, Mrs. Taylor, and Ms. Falco) rather than “both.” This section also needs to be edited to reflect that kindergarten students only receive technology instruction once per week. The phrase “science specialists will be proficient in NGSS” should be edited to say “science and engineering specialists.” Ms. McManus stated that we currently have a 1:1 ratio of ChromeBooks for 6th grade students. Ms. McManus also shared that Mrs. Brinza trains fellow staff members on the use of SmartBoards. Ms. McManus shared that the school recently purchased a 3-D printer and also received a \$4500 donation from the Friends of STEM to buy an additional 3-D printer. Mrs. Taylor shared that she is going to have students will research additional 3-D printers in order to decide which printer will be purchased. Mrs. Amoruso asked if students in grades 1-7 will receive technology twice per week next year, or if that will need to be changed.

-- Diverse Learners – Ms. McManus shared that the MTSS team meets bi-weekly and that this team functions as leadership team and an MTSS team. Ms. McManus shared that this team created forms to help teachers with the referral process and has begun to generate a list of accommodations/modifications that would be disseminated to other teachers for use in planning. Ms. McManus stated that Mrs. Stone and Ms. Demaray were working on that document. Ms. McManus shared that the MTSS team needs to begin working on the whole class behavior diagnostic mentioned as a milestone on the Diverse Learners Action Plan. Ms. McManus shared that special education teachers sit in on grade level meetings in order to aid with collaboration. Ms. McManus stated that a purchasing freeze due to CCSS alignment has limited the types of software, apps, and texts that are currently available for purchase for ELL and Special Education students.

-- Climate, Culture, and Social and Emotional Learning – Ms. McManus stated that we currently have the CPS Student Code of Conduct, but don’t have a STEM –specific positive behavior plan. Ms. Howard shared that 6th grade currently does a lunch reflection program for inappropriate behaviors. Ms. McManus stated that Mrs. Gulley mediates between students when there is a conflict. Ms. McManus stated that we need to develop a school-wide positive behavior intervention plan. Ms. McManus also stated that we have not yet formed a social committee (which is listed as a milestone on the Climate, Culture, and Social and Emotional Learning Action Plan), but have committees that create social events for the staff. Mrs. Amoruso asked about the

STEM handbook and if that would be something that could be published again in the future. Ms. McManus said that that is something that can be done every year and that we can add that to the CIWP.

-- Ms. McManus shared that the CIWP guides how the budget can be used. Mrs. Amoruso asked if the network uses the CIWP to allocate budgets. Ms. McManus stated that each school receives a given amount per pupil, but that the CIWP determines how the budget can be spent. Mrs. Brinza asked if it is typical for an outside vendor to cost less than a teacher to supply additional minutes for art education. Ms. McManus stated that there is often a big difference in cost. For example, Chicago Children's Choir provides music for grades 3-6 once per week for \$14,000, where a part-time teacher would cost around \$50,000.

-- Ms. McManus shared that the CIWP is a living document and can be updated as needed.

VIII. Public Participation

-- Officer Guzman shared that she does outreach with STEM students as Officer Friendly every year. Mrs. Amoruso asked if Officer Guzman does fire drills and lockdown drills with students each year. Officer Guzman clarified that the fire department does fire drills and that CPS issues the lockdown process. Mrs. Guzman stated that she supervises lockdown drills at STEM to ensure that students know what to do. Officer Guzman also shared that Mr. Sean also goes with her for the lockdown drills.

-- Mrs. Amoruso asked when STEM would receive its budget for next year. Ms. McManus stated that we don't know when the budget will be available yet.

IX. Principal Selection

-- Review and Finalize LSC Special Meeting Dates – Special meeting dates have been established for 4/22, 4/29, 5/11, 5/20, 5/27. Mrs. Harper asked if the LSC had established a target end date for the principal selection process and Mrs. Amoruso stated that Mr. Johnson, the chief for Network 6 had suggested a target end date in June. Mr. Brantley asked about the topic of the meetings for the dates mentioned. It was clarified that all dates listed, with the exception of May 6th would be focused on Principal Selection. Agendas for meetings will be posted 48 hours in advance of meeting outside of the school and on the STEM Weebly website. Mrs. Brantley asked why the LSC was undergoing the Principal Selection process. Mrs. Harper explained the process of offering a principal a contract. Mrs. Brantley clarified that this process has been started because it is the required procedure and asked if parents will help review resumes and how parent feedback will be used. Mrs. Langston stated that the resume review process will not be open to the public, but that the LSC would be seeking feedback from parents.

-- Mrs. Harper proposed the first week of June as a target end date for the Principal

Selection process, suggesting Wednesday, June 3rd. Mrs. Amoruso asked if we would consider June 17th and a compromise of June 10th was reached. McCarter stated that that could be a goal. Mrs. Brinza clarified that that could be a fluid end date. Mrs. Taylor asked about the end date for the advertisement of the principal position at STEM. Mr. McCarter stated that the end date had been listed as April 20, 2015. Mrs. Langston stated that there may be an issue with the April 20th end date, stating that both Mr. Pittman and Mr. Villasenor stated that the posting would end after 10 days. Mrs. Langston stated that the Talent Office would be getting back to her on when the posting would end.

-- Mr. Brantley asked how many resumes had been received to date. Mrs. Langston clarified that we do not receive resumes from the Talent Office until the posting has closed.

-- Mrs. Mitchell asked where the position is posted. McCarter stated that it is posted in the CPS eBulletin through the Talent Office. Mrs. Mitchell asked if the advertisement was general or if it was customized to STEM specifically. Mr. McCarter stated that the LSC had written the advertisement specifically for STEM.

-- Mr. Mitchell asked for clarification on what the end date meant for this process. It was clarified that June 10th is the target date to have a signed contract with a principal.

-- Parent Survey – Mrs. Langston shared a survey that she and Mrs. Harper had found that could be distributed to parents at STEM. Mrs. Amoruso asked if we could discuss the parent survey at the next Wednesday meeting. Mrs. Murray asked about parents having already received a survey. Mrs. Amoruso explained that the School Needs Questionnaire is used to identify the strengths of school, needs of school, etc. and that she had sent out questions to parents in order to gain a broader perspective for the Principal Selection process. Mrs. Murray asked what percentage of parent feedback would be used in the principal selection process. Mrs. Langston stated that we don't have an answer to that, but that parent feedback will inform the LSC's decision. Mrs. Amoruso also asked the LSC to consider how they will regulate the distribution of the survey. Specifically, would families receive one survey, one per parent, or one per student?

X. Fundraising Update

-- McManus stated that the school and Friends of STEM organization need to clarify which fundraisers would now be school fundraisers and which will be FOS fundraisers.

XI. Committee reports and updates

-- Friends of STEM – No report.

-- Facilities – Mr. McCarter shared that he is currently doing some work on the drop off/pick up communication strategy.

-- Budget – No report.

-- Bylaws – The LSC chair and secretary need to sign the bylaws document.

XII. Public Participation

-- Mrs. Stone shared a letter that she wrote about the learning and teaching environment at STEM. Mrs. Stone expressed her opinion that Ms. McManus is firm, focused, nurturing, and knowledgeable leader. Mrs. Stone stated that after being hired in the summer of 2014, she was given the resources she needed, not micromanaged, and was delegated responsibility in her area of expertise. Mrs. Stone complimented the collaborative learning environment at STEM. Mrs. Stone stated that Ms. McManus trusts staff to make decisions and has true high expectations for all students and staff. Mrs. Stone shared that Ms. McManus has a soft side and shares her experiences with her students. Mrs. Stone also shared that Ms. McManus shares personal relationships with staff and has an open door policy. Mrs. Stone stated that she feels that Ms. McManus communicates well and that Mrs. Stone is aware of all important events and meetings. Ms. Stone also stated that Ms. McManus supports staff initiatives and tries to unify the team of teachers. Mrs. Stone stated that she has also received personal notifications about professional development opportunities from Ms. McManus.

XIII. Budget Amendments (optional)

XIV. Closed Session (optional)

XV. Announcements

- Next Regular Meeting date Wednesday, May 6, 2015 at 5:30pm in the STEM Gym.
- My Voice, My School Parent Survey is available for parents to take in person at the school or online from April 1, 2015 – April 30, 2015.
- The Friends of STEM Gala is this Friday, April 17th at 7pm at St. Ignatius. Tickets will be available at the door.

XVI. Adjournment

Mrs. Langston moved to adjourn the meeting at 7:00pm. Dr. O’Neill seconded the motion.

Vote: 11 in favor.

Minutes submitted by: Lindsay McGrane