

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

May 6, 2015

I. Call to order

Mrs. Langston called to order the regular meeting of the Local School Council for the STEM Magnet Academy at 5:32pm on May 6, 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
Maria Amoruso
Deborah Bonner
Deana Caccavale
Deidra Harper
Sadika Langston
Jeff McCarter (participated via teleconference)
William O'Neill
Gretchen Brinza
Lindsay McGrane
Zakiya Libby-Williams
Maria McManus

Quorum was established.

III. Review and Approval of Agenda

Mrs. Langston suggested that the LSC add special meeting minutes approval for closed session minutes for March 18, 2015 to closed session agenda item. Mrs. Langston moved to approve the agenda with the amendment. Dr. O'Neill seconded the motion.

Vote: 11 in favor

IV. Review and Approval of April 14, 2015 Meeting Minutes

Mrs. McGrane presented LSC members with copies of minutes from the regular LSC Meeting for April 14, 2015. Mrs. Langston moved that the minutes be approved. Mrs. Brinza seconded the motion.

Vote: 11 in favor.

V. Chairperson's Report

- Mrs. Langston wished the teachers, staff, and administration at STEM a happy teacher appreciation week.
- Mrs. Langston stated that there was an issue with the distribution of the parent survey and that she learned that an LSC has to have prior authorization from parents before they can email surveys. The STEM LSC currently does not have permission to use parent emails.

VI. Principal's Report

- Mr. Morales, our facilities engineer is no longer at STEM. STEM now shares an engineer with Andrew Jackson. Our new engineer is Alex Budimir.
- PARCC EOY testing will be taking place April 27th – May 22nd. NWEA EOY testing will take place May 11th – June 12th.
- Spirit Week will be held during the week of June 8th, with each day having a different theme.
- 6th graders did a great job with their PBLs for STEM beautification projects. Ms. McManus shared that once student presentations have been completed, the STEM community will be asking for parents, staff, community to support the efforts of the 6th grade project that is selected to beautify the school.
- Budget meetings will be called when schools receive their budgets for the 2015-2015 school year.
- Internal Accounts – Ms. McManus distributed the Balance Sheet and Cash Distribution summaries for the month of April. All checks written were for field trips.
- Budget transfers – Ms. McManus moved that the LSC approve three budget transfers. First, Ms. McManus moved that the LSC move \$318.45 from a Special Education Instruction line to a Commodities-Supplies line. Ms. McManus also moved that the LSC approve moving \$3000 from a Miscellaneous line to the Custodial Bucket Pointer line to clear a negative and allocate additional funding for custodial worker pay. Ms. McManus also moved that the LSC approve moving \$4000 from a Miscellaneous line to the Teacher Sub Bucket Pointer Line to pay for teacher subs. Ms. McManus moved that the LSC add \$1814.56 to a Benefits Pointer line (from the Miscellaneous line) to clear a negative and to allocate additional funding for benefits. Ms. McManus requested that the LSC approve moving \$100 from a Miscellaneous line to the ESP Bucket to pay ESP staff. Ms. McManus moved that the LSC approve transferring money among Computer Education lines in order to allow the school to purchase Smart Boards for two additional classrooms for the 2015-2016 school year. Finally, Ms. McManus moved that the LSC approve moving \$5309.00 from 2014-2015 rollover funds from a Miscellaneous budget line to a Supply line. Mrs. Amoruso seconded the motion.

Vote: 11 in favor of all proposed transfers.

VII. Old Business

-- Principal survey distribution – Mrs. Langston shared that at a previous meeting, the STEM LSC created a survey to distribute to parents. After creating the survey, the LSC discovered that the LSC does not have authorization to send out emails to parents without prior authorization from parents. Since the last meeting, Mrs. Brinza created the parent survey using Survey Monkey. After creating the survey, Mrs. Brinza noted that in order to tabulate more than 100 responses, the LSC would need to purchase a subscription from Survey Monkey. Mrs. Langston shared that another option would be to send out paper copies with students as well as have a table at STEM for parents to come and complete the survey in person. Mrs. Langston shared that she felt one of most efficient ways would be to have Ms. McManus send out the survey to parents with a disclaimer that the survey is coming from the LSC. Mrs. Harper stated that she thought an electronic survey would be preferable. Mrs. Amoruso stated that, in the future, it is in the LSC’s best interest to gain access to parent emails. Mrs. Langston stated that in a conversation with the Chief of Network 6, Mr. Johnson, he suggested that the LSC may want to create our own distribution list. Mrs. Harper asked if it would be possible to create a link on the LSC Weebly site that would allow parents to submit emails to receive future communications from the LSC. Mrs. Langston stated that it is also an option to solicit parent emails on the Survey Monkey. Mrs. Amoruso stated that she felt that creating an email distribution list for LSC news should be done separately from the Survey Monkey. Mrs. Langston asked if we would like to move forward with Ms. McManus sending out the survey. Mrs. Brinza stated that she originally had concerns about this because she felt that it could be a conflict of interest to have a potential candidate send out an email requesting feedback for the principal selection process and that she was hesitant to do something that the LSC didn’t agree to. Mrs. Harper made a motion that Ms. McManus distribute the Survey Monkey survey to parents via email with a disclaimer that the LSC was seeking feedback. Mr. Abiade seconded the motion.

Vote: 11 in favor

Mrs. Langston asked that the survey be distributed by Thursday, May 7th and that we set an end date of May 15th. Mrs. Langston also reminded the LSC that distributing this survey would require the purchase of a \$26 subscription to Survey Monkey for 1 month. Mrs. Langston made a motion to pay for a Survey Monkey subscription for up to \$100 for one month and that the survey be distributed via email from Ms. McManus’ account. The survey would open on Thursday, May 7th and close on Friday, May 15th. Mrs. Amoruso seconded the motion.

Vote: 12 in favor

VIII. Public Participation

- Mr. Miranda clarified that although the survey was digitized, the LSC would still need to take the time to read and consider the responses given for open-ended questions. Mr. Abiade shared that the majority of the survey is primarily quantitative.
- Mr. Douglas stated that in the future, it would be beneficial for the LSC have access to parent emails. Mrs. Harper suggested that the LSC give Mrs. Brinza the autonomy to create a link, if possible, on the LSC Weebly site that would allow parents to submit their email addresses for communication from the LSC.
- Mr. Benton asked for the LSC to provide the community with a brief summary of the progress and next steps in the principal selection process. Mrs. Langston shared that the LSC had posted the advertisement for the principal position on April 1st and that the advertisement had remained posted until April 20th. Mrs. Langston stated that LSC members had then received resumes and would be reviewing resumes this evening.

IX. Committee reports and updates

- Bylaws – Vote to adopt STEM bylaws. Mrs. Amoruso stated that the LSC office had approved the bylaws as they had been presented to the LSC in January. As we were unable to find a record of a final vote to adopt the bylaws, Mrs. Amoruso made a motion that the LSC vote to approve the bylaws as presented in January. Mr. Abiade seconded the motion.

Vote: 11 in favor

- Facilities – No report.
- Friends of STEM – Mrs. Marolda shared that the Friends of STEM had recently voted and has given funds to Ms. McManus to purchase 3D printers. Mrs. Marolda shared that the FOS had received a lot of positive feedback about the Gala. The total income for the Gala was just over \$12,000. FOS had expenses of about \$2,600 for the Gala. One expense that was new this year was because FOS paid for all expenses for student art projects. The net income for the Gala was just over \$9,600. Mrs. Marolda shared that prior to the Gala, it was agreed that ½ of the gross income raised from the student art projects would be given directly back to the school. This amount equaled \$817.50. Mrs. Marolda also shared that this year's Gala featured a Giving Tree which allowed attendees to make a direct donation to 3 STEM activities. Basketball received \$250 in donations. The Track program received \$175 in donations. STEM Poms received \$225 in donations. Mrs. Marolda shared that ½ the funds raised through student projects and all proceeds from the Giving Tree projects had already been given to the school. Mr. Benton thanked the staff who joined the FOS at the Gala. Mr.

Benton also shared that FOS will be holding elections for two officer positions – treasurer and corresponding secretary. FOS will meet tomorrow to finalize descriptions of each role. Ms. McManus reminded the Friends of STEM about the formal document required for submittal to the LSC that describes the proceeds for any fundraiser. The FOS also shared that the Walk-a-thon will be coming up on June 5th. Ms. McManus met with Mrs. Haddad on several occasions and planning currently involves setting up a VIP tent for people from the community. Security has also been lined up with police officers. The FOS is currently reaching out to corporate sponsors. Mrs. Harper stated that the FOS could use help soliciting food donations for the VIP tent. It was also shared that Alderman Solis made a personal donation for the t-shirts for STEM students. The Walk-a-thon will be held June 5th at Fosco Park from 9am-2pm.
-- CIWP/Budget – No report.

X. Public Participation

-- Ms. McManus let the STEM community know about STEM night, which will be held Wednesday, May 13th from 4-6pm. This event highlights STEM projects and will be held for all grade levels. The deadline to RSVP was today at 3pm. This is to allow for time to purchase the necessary supplies for STEM night.

XI. CIWP/Budget Amendments (optional)

XII. Announcements

- Next Regular Meeting date Tuesday, June 2, 2015 at 5:30pm in the STEM Gym.
- STEM Walk-a-Thon – Friday, June 5th
- STEM Night – Wednesday, May 13th from 4-6pm

Mr. Christians asked if a vote regarding resumes would be taking place tonight. Mr. Douglas asked if the list of candidates would be made public for parents to view as the process moves forward. Mrs. Langston shared that both of these items had not yet been determined. Mrs. Langston moved to go into closed session at 6:33pm.

XIII. Closed Session

XIV. 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