**Oriole Park Local School Council**

Minutes

October 5, 2020

Start time: 6:00 p.m.

**Virtual Meeting – Email** [**triff@cps.edu**](mailto:triff@cps.edu) **for instructions and an invitation to attend.**

**Community Member Ballot Order**: Norm, Cheri Easterwood, Colleen Schultz, Cheryl Story

**Parents Member Ballot Order:** Sean Pakieser, Rolando DeLuna, Elizabeth Schultz, Jenny Canavan, Al Grippe, Dani Schurman, Brian McConnell, Bridget Kelly, Patrick Kelly, Gwen Hayden, Dove Scoufis, Sean Rabiola, Julie Fehler-Render

**Teacher Ballot Order:** Jessica Anderson, Emily Hogan

The list of candidates (in the order that they turned in their application) and the date of the forum will be sent to parents tonight

1. Call to Order – 6:09pm
2. Pledge
3. Roll Call –
   * Members of LSC Present: Emily Hogan, Jenny Canavan, Norm, Julie Render, Liz, Donna, Jessica, Al, Rolando, Cheryl, Tim
   * Public Participation: Brian McConnell, Gwen Hayden, Bridget Kelly, Patrick Kelly, Mary Rose Burnetter, Mrs. Bairani, Dove Scourfis, Dani Schurman, Cheri Easterwood, Mrs. Randall
4. Approval of LSC Meeting Minutes From September 14, 2020
   * Motion to approve: Donna
   * Second: Al
   * Unanimous decision to approve LSC Meeting minutes from September 14, 2020.
5. Acceptance of Agenda
   * Motion to accept agenda as written: Norm
   * Second: Tim
   * Unanimous decision to accept the agenda.
6. Monthly Action Items
   * Fundraising Activities
     1. No fundraising proposals.
   * Budget Transfers
     1. Motion to approve budget transfers: Rolando
     2. Second: Jenny
     3. Unanimous decision to approve budget transfers
   * Internal Accounts Approval
     1. Question: Where are we with collecting student fees?
     2. Answer: We haven’t been pushing it as much at this point because CPS is discouraging the collection of student fees unless directly related to remote learning. We have collected $8,080 so far. We still need the money, and this is much lower than it has been in the past, but we don’t feel it is appropriate to push too hard at this time given the state of our world. We may make a push later in the year.
     3. Question: Have parents turned in the family income forms?
     4. Answer: We are doing pretty well – the community has been very responsive in turning them in. We need these for funding.
     5. Discussion: Kindergarten money for caps and gowns wasn’t turned in until September due to the shut down. So we deposited the money and then paid the company in September.
        1. Motion to approve internal accounts: Donna
        2. Second: Rolando
        3. Unanimous decision to approve internal accounts
7. Principal’s Report
   * Our attendance has been really strong during remote learning. We are vigorously following up with families who are not participating.
   * We have been able to fulfill all Chromebook requests.
   * We are about 5 weeks from the potential first day back. CPS has not made any indications about when the first day back will be, or what it will look like.
   * Middle schoolers are participating in weekly intervention sessions.
   * Progress reports will be mailed soon – Friday is half way through the first quarter
   * November 9 – LSC elections! We may need an election judge, but information will follow. New terms begin January 11.
   * We held remote learning check-ins on October 1 so that parents could talk to teachers, ask questions, and build relationships in the virtual environment.
   * Questions:
     1. Julie: Are the morning announcements shown in homerooms? Some do, some do not. We would like everyone to have access from 8:00-8:10. All videos are on the website still.
     2. Al: are there plans to expand middle school interventions to lower grades? The expectation is that in the elementary school homeroom teachers are doing this. Follow up question: How does this happen in the elementary school? Should we follow up with homeroom teachers? Teachers are taking the time to get to know students and begin preliminary assessments. If your child needs additional small group support in elementary school, he/she should be getting it. If you don’t think they are, contact the teacher first and then the administration.
     3. Al: Have you heard of any plans to expand CPS daycare for families who may need it? Mr. Riff says they may be expanded, but we are not sure. Follow up question: Is there a way we can organize something internally? Mr. Riff: no, we cannot set up childcare and bring kids into the building. BUT, we could set up a survey to find out what people’s needs are during this time if we find that would be necessary or helpful.
     4. Rolando: Are 8th grade families being provided high school information? Yes, we did an 8th grade information session and students are getting updates from the counselor and the homeroom teachers. Follow up question: Is there information posted on the school website? No, because this may not be a primary mode of communication. However, there is a lot of information on the school counselor’s website, which is linked at the top of the OPS website.
     5. Liz: How will attendance be recorded? Obviously we need to allow for flexibility with technology, but how do we determine when there needs to be a half day or early dismissal noted? Homeroom teachers keep track of their own attendance in the elementary school. There is a detailed middle school attendance tracker to ensure kids are going to all classes, we are following up with kids who do not. There was a chart in the backpack a few weeks ago with the specific minutes your child needs to be in class for a full or half day.
8. Equity Committee Report
   * Meeting held on Friday, October 2nd.
   * How is OPS working to reach out to families who may be struggling with remote learning?
     1. Teachers are working to build relationships and ensure students have everything they need. Teachers are able to reach out to admin for support in gaining resources and getting in contact. Administration has made phone calls, done house visits, etc.
     2. Suggestion: BAC (Bilingual Advisory Committee) falls under the equity committee. Can we start an ambassador program so that we can build relationships? It may be hard for someone to reach out to the school if they don’t speak English. This program would engage everyone, create a sense of belonging, serve as a check-in. Answer: The school cannot share contact information, but Mr. Riff could put them in touch with Ms. Idstein who runs the ELL program. Families who need support could reach out to the equity committee. Urgent need: Someone who speaks Albanian?? Follow up: Could we put an announcement in the backpack about this ambassador program? If someone wants services, can they email the equity committee address and ask? Sure. Al is going to write something up to go in the backpack.
     3. Indigenous Peoples Day: How is OPS Celebrating? Are their plans to share resources widely? We haven’t really thought of this yet.
        1. The equity committee has created a list of resources that can be used that can be shared with teachers.
        2. Can Indigenous Peoples Day be added to the calendar on the website? It is in the backpack, but should be added to the school calendar.
     4. The Equity Committee has created bylaws and would like them to be approved by the LSC.
        1. Luis – Committees serve as a body of the LSC. They are completely dependent on the LSC. They have no power of their own, and come and go as the LSC pleases. If the committee wants to propose bylaws, they would have to be approved, sent to Luis, sent to the law department.
        2. Formal request: The equity committee would like the LSC to review the bylaws to be discussed at the next meeting and voted upon for approval.
        3. Luis: This is an unusual and intriguing request. He has never heard of an LSC committee having bylaws.
        4. Emily – It sounds like committees don’t typically have bylaws. What is the purpose of having bylaws?
        5. Luis: The question is: Why does the equity committee feel the need to have bylaws? There are no other LSC committees in his knowledge that have bylaws. What is the committee seeking to do?
           + Al: This committee has helped other schools form their committees. It is about formalizing the work they have done over the last couple of years and keep everything in one place for record keeping purposes.
           + Julie – it is also about formal procedures so that we know how many people are on the committee, process of meetings, etc.
           + Luis: You can do whatever the LSC allows, but this is an unusual request. This provides a level of independence to committees that they do not have. He suggests a mission statement.
           + Donna: Should the LSC work with the equity committee to come up with these bylaws? Luis: Yes, LSC needs to work with the leadership of the committee to be on the same page. The committees are only given as much independence as the LSC allows.
           + Jenny: We don’t know when the meetings are or who is on the committee. She has never seen minutes. Julie: The meetings are now on the website. Minutes will be on there. Tim: If he is aware of a meeting, it is always posted. As soon as he receives notice of the meeting, it is posted.
        6. Al: Request for information: Can you provide an update about professional development? Did the school use any of the resources that the equity committee sent? Mr. Riff still has the resources and will plan to use them, but has not yet. The priority has been on getting remote learning up and running.
9. New Business
   * LSC Elections
     1. Timeline, Forum
        1. There will be a candidate forum at 6:00pm on Wednesday, October 21st.
        2. Will the candidate statements be sent out electronically? Yes.
   * Principal Contract Process
     1. Guest Luis Garcia Juarez – Office of LSC Relations
        1. He takes the blame for the confusion about the candidate forum.
        2. CPS is still thinking about how we will conduct the LSC election.
        3. Recommendation: Ask the secretary to take his last three evaluations (that reside in the school in a sealed envelope AND the chair has online access). Use the same evaluation instrument (yearly principal evaluation form) to average the last 3 evaluations. Come up with an average score for each behavior and total score for each competency. Present this as a draft to the LSC. Decide whether the LSC agrees with the scores.
           + If we have seen progress in an area, flag it for discussion. Ask him how he accomplished it and congratulate him.
           + If we see areas that decline, speak to him about the decline, and why it may have occurred.
        4. Council can come up with a list of questions about his professional practice.
        5. Once we have come up with a draft cumulative evaluation, send it to Mr. Riff with the questions we want him to answer. Set a date for an LSC meeting where we would discuss our findings in closed session and have him respond to our requests. Tim leaves the closed session and the LSC can continue to discuss.
        6. When we are satisfied with the scores, those become final, and then we would go back into Open Session, vote on question of cumulative evaluation. “I make a motion to accept Tim’s cumulative evaluation as discussed in closed session”. DO NOT mention score or rating in open session.
        7. Once cumulative evaluation has been voted on - “I make a motion to renew Tim’s contract for another 4 years”. His new contract begins the day his current contract ends. Everyone that votes in favor of the renewal sign his contract. If you did NOT vote in favor, do NOT sign. Chair and secretary sign as witnesses.
        8. Closed sessions are recorded and kept by secretary for 18 months (not made available to public), after redacted closed session minutes.
        9. Timeline – Tim’s contract is July 1 – June 30. We MUST offer an extension or let him know that we will not by Feb 1, because we must have the position posted for 180 days if we do not offer him a contract renewal. This LSC has authority until January 10. Recommendation: Get started as quickly as possible. Call a special meeting, one agenda item (principal evaluation), post on door 48 hours in advance.
        10. Average SQRP student growth scores too.
        11. Use BCC feature when sending the averages of the principal evaluations to the LSC to prevent LSC discussion over email. Discussion is not permitted over email – must occur at the special meeting.
        12. This LSC can complete the cumulative evaluation and contract renewal process, but the new council will need to do a new annual evaluation. The new council can use a lot of the work from the cumulative evaluation to complete the annual evaluation.
        13. Norm – we need to finish last year’s principal evaluation, input that score in the principal online tool
            + Hold over SQRP scores
        14. Special LSC meeting 6:00 on Wednesday October 28 to discuss the principal evaluation. Liz will get the average scores and send them to the council to review in advance.
10. Announcements
    * None
11. Agenda Items for Next Meeting
    * Consideration of equity committee bylaws. If they are approved, send to Luis Garcia
    * Principal evaluation
12. Motion to adjourn
    * Motion: Donna
    * Second: Rolando
    * Unanimous decision to adjourn