

**Minutes for Stephen K. Hayt Elementary School  
Meeting of the Local School Council  
Wednesday, May 20, 2020 at 5:30 p.m.**

**VIRTUAL**

<https://meet.google.com/qit-tdfy-tha?authuser=0>

**1. Call to Order**

The meeting was called to order at 5:35 p.m.

**2. Roll Call**

In attendance:

1. Lori Garcia
2. Daniel Gomez
3. Amparo Guerrero
4. Armand Esai
5. Emma Healey
6. Patricia Meagher
7. Mariam Pera
8. Tomas Romano

Absent:

1. Art Arfa
2. Mark Smirl

**3. Approval of Agenda**

- Gomez moved to approve the agenda. Meagher seconded. Motion passed 8-0-0.

**4. Approval Minutes**

*a. April 29, 2020 Minutes*

- Mariam Pera made a correction. She accidentally voted on the transfer of funds during the 4/29 meeting when she should have abstained.
- Ms. Guerrero asked “special ed position” should remove the word “assistant.” It was just a teacher position (p. 4 of minutes about the middle of the page).
- Romano moved to approve minutes as amended. Esai seconded. Motion passed 7-0-1.

*b. May 14, 2020 Minutes*

- Ms. Guerrero correction: page 2 “8 lower school” can stay but add 7 “middle school” teachers need to have it.
- Guerrero moved to approve minutes as amended. Romano seconded. Motion passed 7-0-1.

*c. May 18, 2020 Minutes*

- Mr. Smirl’s name needs to be corrected, as does Mr. Esai’s and Ms. Healey’s.
- Guerrero moved to approve minutes as amended. Esai seconded. Motion passed 6-0-2.

## 5. Public Comments

- None.

## 6. Covid-19 / Remote Learning Update - Mr. Gomez

- Nothing really new. Schools are remaining closed through the end of the school year. They are talking about summer school, they haven't outlined what that will look like. Everyone will pass, but there will be a priority list based on incompletes, and I'm sure more information is going to be coming out regarding what summer school will look like.
- The biggest thing with remote learning is how people are grading. District said the minimum of two assignments up until today (5/20) for the 4th quarter. Reading/math 1st-5th grade, then core subjects 6-8th. Then after today, they would require another three assignments in the core subjects. Some of the assignments would be included in multiple courses. For example, if there was a writing assignment about Abraham Lincoln, it could qualify for writing, reading, and social studies.
- The other part we're looking at is student engagement, trying to track who is engaged and how. Is it Google Classroom? Hangouts? Digital, nondigital? District is becoming better about starting to track that and I've been working with teachers about how to input that information into Aspen.
- Ms. Garcia question: For those that are not participating in the digital aspect, there is no penalizing on that end, is that right?
  - Mr. Gomez: Yes, all students are not to be penalized for the situation they are in. we do offer hard copies at the school, so for those who are not engaged digitally, you can pick it up at school and return it, and we will scan it into the system and provide it to the teacher.
  - Ms. Garcia: Do you know how many families are participating with the packets?
  - Mr. Gomez: Fewer than 50 families.

## 7. Principal's Report

### a. *General Updates/CIWP*

#### General

- Meeting with a variety of our teams, including the Diverse Learner teacher team. Those meetings are being facilitated by Ms. Graham, who is also facilitating individual education plans with parents.
- We are also meeting with the behavior health team (counselor, social worker, case manager and a few others), and we try to help students who are struggling to see what support we can give them.
- Climate and Culture Team just came out with a collage where many faculty and staff participated. Many good things are happening even though we're not together physically.
- We've also been purchasing items we discussed in recent meetings.
- Cleared negatives, bought math curriculum for k-8th. Renewed compass learning, purchased a variety of curriculum pieces pre k through 8th. Also purchased 30 chromebooks.

- In the last three weeks, we've actually spent over \$63,000. We have about \$13,000 left to spend between now and Friday. Still waiting on some quotes, so I'm hoping we can expend all of it.
- Been meeting with network chief and other school leaders about 3 times a week. there are no evaluations taking place at this time. But Communities in Schools has also been helping, they have 50 students on their caseload. They've been doing check-ins, still doing that with 7th grade girls. Students still showing up for Art Express. They've been helping secure families' emails. Also helping by providing resources to parents.
- Meeting with 8th grade graduation group. Informing parents/families of what we'll do. We are doing caps/gowns/tshirts/autograph books. We're asking graduates to take pictures of themselves so we can make a collage video. We're hoping to get enough students to participate in the song to keep that tradition going. Mr. Gomez will also be making some comments as a commencement speech. Also offer any other faculty members to share a few words.
- Ms. Meagher: We're trying to do the best we can for the students.
- Mr. Gomez: We based this on student feedback from a survey they responded to.
- Kudos to Ms. Decker, who won a grant for making these art bags (primary - 3rd) and (4-8th), available on a first come first serve basis.
- We're up to 807 parent emails, congratulations to Ms. Guerrero and Ms. Reyes for being very diligent.
- In doing so many communications in four languages, I've been finding that doing a google link may work better because then people can translate it as needed.

#### Competency A: Continuous Improvement & School Vision

- Standard A1: Develops, implements, and monitors the outcomes of the Continuous Improvement Work Plan (CIWP) and school-wide student achievement data results to improve student achievement
  - Consulted with the ILT 5/8
    - regarding new CIWP
    - current budget
    - FY21 budget
  - Completed and presented the 2020-2022 CIWP
- 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 success
  - Diverse Learner Teacher meeting, 5/1, 5/5, 5/8, 5/15,
  - Individual Education Plan (IEP) meetings are in progress
- Standard A3: Collaborates with staff to allocate personnel, time, material, and adult learning resources appropriately to achieve the CIWP targets
  - Maximizes existing school and district resources in order to support the achievement of CIWP priorities
  - Held numerous ILT meetings to develop and finalize 2020-2022 CIWP and FY21 Budget: 4/27, 4/30, 5/8

- Purchased Items:
    - Cleared Negative (requested previous LSC mtg.)
    - Math curriculum for K-8
      - Big Ideas
      - Go Math
    - Renewed Compass Learning Subscription
    - Various Curriculum pieces for grades Pre-K-8
      - Words Their Way
      - Worldy Wise
      - Ancient Civilizations
      - Handwriting Without Tears
      - Quickword Handbooks
    - 30 Chromebooks to replenish current numbers
  - Funds expended since last LSC meeting - \$63,609.85
  - Remaining funds after removing all non eligible lines. - \$12,879
- Standard A4: Creates a safe and orderly environment
    - Held Behavior Health Team Meetings, 4/30, 5/7, 5/14
    - Climate and Culture Team Meeting, 5/5, 5/12, 5/19

#### Competency B: Professional Learning Systems

- 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
  - Held numerous grade band meetings to discuss remote learning grading and student tracking, 5/12
  - Meeting with Network 2 Chief and Schools, 5/1, 5/4, 5/6, 5/8, 5/11, 5/13, 5/15, 5/20
- Standard B2: Evaluates the effectiveness of teaching and holds individual teachers 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 a part of REACH Students
  - N/A

#### Competency C: College & Career Readiness

- Standard C1: Leads a school culture and environment that successfully develops the full range of students' learning capacities, creative, social-emotional, behavioral, and physical
  - Held Behavior Health Team Meetings, 4/30, 5/7, 5/14
  - Climate and Culture Team Meeting, 5/5, 5/12, 5/19
  - Community In Schools:
    - Continuing to provide counseling and individual check-ins with caseload of 50 students, via phone, email and google hangout

- Continuing weekly 7th grade girls counseling group virtually via google hangout (~5 girls participating regularly)
- Continuing Art Express via Google Classroom, sharing art activities with students every Wednesday and Friday
- Sending caseload families a bi-weekly email with resources, SEL activities and updates from CIS
- Sharing SEL resources with school counselor to be shared on the remote learning plan
- 8th Grade Graduation Events Meetings: 5/15
- Success Bound Leadership, 5/20

Competency D: Families & Community Engagement

- Standard D1: Proactively engages families and communities in supporting their child's learning and the school's learning goals
  - Held numerous 8th grade graduation meetings.
  - Art Bags made available to families - Ms. Decker, Art Teacher
  - Have sent out regular emails to parents to inform them of:
    - Student birthdays
    - Chromebook Pickup
    - Homework Pickup
    - Food Pickup
    - Support Resources
  - Parent ASPEN emails: 807
  - Respond to parent emails and phone calls
  - Provide Google Translate link on parent communication

Competence E: Self-Disciplined Thinking

- Standard E1: Creates and supports a climate that values, accepts, and understands diversity in culture and point of view
  - Check in with teachers, students and parents via frequent emails
  - Continuing to acknowledge student birthdays every day
  - Provided resources for Hayt families
  - Communicated schedules for remote learning
  - Food pickup
  - Homework pickup
  - Free internet and SEL resources
  - Chromebook pickup
  - Consulted with staff on budgetary needs and decisions
  - Sent Dunkin Donut gift cards to all staff...teachers and ESPs
  - Include Google Translate link on parent emails

***b. Least Restrictive Environment (LRE)***

District Measures

- LRE 20% or Less: 88 students (62%)

- LRE 21-60%: 53 students (37.3%)
- LRE 60% or more: 1 student (0.7%)

Hayt Measures (removing DD and SPL)

- LRE 20% or Less: 70 students (56.45%)
- LRE 21-60%: 53 students (42.74%)
- LRE 60% or more: 1 student (0.81%)

***c. School Budget***

- Total: \$8,593,275.41
- Funds Available: \$194,428.49 (but misleading because quite a bit of money is set aside for teacher raises and payroll salvage and CTU money, etc. Truly, we're just under \$13,000.)

***d. School Positions***

- Still have 5 temporary assigned teachers and ESPs, with two teachers on leave and one ESP on leave. So we have a total of 3 employees out.

**8. Approvals**

***a. April 2020 Internal Accounts***

- i. Ending Ledger - \$53,782.65
- ii. Internal Accounting Reconciliation - \$53,782.65
  1. Two outstanding checks for a total of \$116.13.
    - a. Jones School supply is still missing and one student that hasn't cashed a check.
  2. Ms. Garcia: asked about returning graduation fees to students.
  3. Mr. Gomez: CPS has not provided any guidance. We are buying them caps/gowns/diploma cover/autograph book, so they are getting supplies for their fees. CPS has not provided guidance on how to return money for trips.
- iii. Esai moved to approve internal accounts. Romano seconded. Motion passed 6-0-2.

**9. Agenda Items for Next Meeting (June 17)**

- LSC vacancies in anticipation of extended term
- Hayt School Website

**10. Adjournment**

Esai motioned to adjourn at 6:19 p.m. Romano seconded. Motion passed 8-0-0.

*Meeting minutes submitted by **Mariam Pera**.*