

## **Abraham Lincoln Elementary School LSC**

Meeting Minutes

Tuesday, April 13, 2021

Call to order 6:02pm

### **Roll Call**

In attendance: Lity, Radhika, Kat, Ursula, Nada, Ashley, Greg, Paula, Dr. Fay, Melissa, Carmen

### **Approval of Minutes**

Nada made motion to approve and Radhika seconded with edits to add titles to Dr. Fay and Chief Klee and add date of February 9.

In favor: Unanimous.

### **Approval of Agenda**

Nada made a motion to approve the agenda of April 13, 2021 and Dr. Fay seconded.

In favor: Unanimous.

### **Guest Speakers**

Brian Caminer (Ethics Adviser, CPS Board of Education)

Presentation: The 10 Ethics Commandments for LSC Members

LSC cannot:

1. Advocate or hire relatives at Lincoln.
2. Have economic interest in the work or business of Lincoln.
3. Be paid by any organization to work at Lincoln.
4. Accept money from Lincoln.
5. Vote/participate on the budget or the SIP if a relative works at Lincoln.
6. Accept any gift intended to influence LSC member's actions.
7. Vote if self or spouse is on a not-for-profit board, including Friends of.
8. Work at Lincoln or have a contract there for a year after leaving the LSC.
9. Use their LSC position or resources for any political activity.
10. Not report ethic violations.

LSC member: Please clarify on what votes need to recuse oneself of if on Friends of?

Mr. Caminer: Vote that somehow impacted or related to Friends of. For example, if there was a gift from Friends of and Board (LSC) was voting to accept it. Reverse is not true. I don't think there is much, but anything that would impact Friends of. I don't speak for Friends of. Questions please feel free to come to me.

### **Public Participation**

None

### **Principal's Report**

## Covid update

- ▶ A person who was in the school building on April 5<sup>th</sup> tested positive.
- ▶ The report went to the district on the 6<sup>th</sup>.
- ▶ Their investigation took place on the 7<sup>th</sup>.
- ▶ They notified affected pods, and asked me to send a general notification on the 8<sup>th</sup>.
- ▶ District policy requires us to maintain a level of anonymity throughout the process.

- ▶ [Entry Plan](#)

- ▶ Two themes emerge

- ▶ Looking at the data
- ▶ Planning for summer work and moving into next fall

---Began 1-on-1 listening meetings with faculty and staff

## Lincoln School PPLC 2021 Priority List

- ▶ Maintain
  - ▶ Reduced class size
  - ▶ Humanities-based curriculum
  - ▶ Technician/computer support
  - ▶ Guidance counselor assistant
  - ▶ .5 Music position
  - ▶ Textual materials and replacement of hands-on materials
  - ▶ Alignment of resources for humanities-based curriculum
- ▶ Improve
  - ▶ MTSS coordinator
  - ▶ ENL full time position
  - ▶ Add French teacher
  - ▶ Library access K-8
  - ▶ .5 Tech Science Position

---Priority list rank ordered

### a) Calendar

- ▶ End of quarter is April 15<sup>th</sup>
  - ▶ April 16<sup>th</sup> is a non-attendance day for students
  - ▶ April 16<sup>th</sup> is a day off for teachers, they traded that time for morning preps
  - ▶ Parent-Teacher conferences on April 21<sup>st</sup>
  - ▶ The district will mail report cards the week of April 18
- ▶ Monday, April 19 - first day of Q4
- ▶ IAR test
  - ▶ All students in grades 3-8 test from April 26 to May 28
- ▶ ACCESS
  - ▶ 109 students learning English test from April 22 to June 11
- ▶ ISA
  - ▶ Students in grades 5 and 8 test from May 17 to June 2

## b) Staff notes

- ▶ Assistant Principal Hiring
  - ▶ 46 resumes
  - ▶ I completed 17 first round interviews
  - ▶ 8 second round interviews
    - ▶ A faculty team
      - ▶ Ms. Boles, Ms. Koseki, Ms. Hasan, Ms. Williams, Mr. Thompson, Mr. Kalas, Ms. Vogt
    - ▶ Me and a group of 7<sup>th</sup> graders
- ▶ Diverse Learner's hiring
  - ▶ Continue interviews for teacher
    - ▶ Second round interview scheduled this week
  - ▶ An additional SECA is still needed
- ▶ 7<sup>th</sup> grade leave (TAT) - starts April 22, the search continues
- ▶ 1<sup>st</sup> grade leave (TAT) - Brooke Fiore started on April 5th
- ▶ Dawn Jurasz on leave, Paula Dongas doing a fantastic job in main office!

---Third round interviews this week

---Hoping to hire AP by the end of April 19 week

## c) Discretionary budget

- ▶ No activity with internal accounts since our last meeting.
- ▶ Check from FOL - \$558,628.81
  - ▶ Thank you to all the Friends of Lincoln for their tremendous support!
- ▶ Check from ALESMA - \$124,991.69
  - ▶ Thank you to our Music Association for providing this opportunity for our students.
- ▶ No action needed for the budget this month.

## Enrollment 2020/2021 School Year

Grade	Number of Students	Last Month
Kindergarten	69	69
First	110	109
Second	106	106
Third	107	110
Fourth	100	100
Fifth	105	107
Sixth	96	96
Seventh	96	98
Eighth	105	105
Total	894	900

## Welcoming back 182 more students!

Grade	Number of Students Joining for Q4	Total Hybrid Learning Students
Kindergarten	13	46
1st	23	80
2nd	28	89
3rd	14	79
4th	22	88
5th	23	82
6th	16	72
7th	21	63
8th	22	83
Total	182	682

### d) CIWP

#### C.I.W.P. - Diverse Learners

- ▶ If we do...
  - ▶ If we establish common prep times at a minimum of once a week for our special education and general education teachers
- ▶ Then we see...
  - ▶ then we will see scheduled collaboration among teachers
- ▶ which leads to...
  - ▶ which will lead to the development of strategic differentiation of instruction for all our learners with a growth in NWEA scores
- ▶ Budget Description
  - ▶ there is no need for an investment of additional funds to implement this strategy to achieve the associated CIWP goal

## C.I.W.P. - MTSS

- ▶ If we do...
  - ▶ If we continue to implement the MTSS program with fidelity with an identified personnel member to lead our MTSS program
- ▶ Then we see...
  - ▶ then the teachers, students, and families will be supported in the early identification of students for MTSS and possible intervention for an evaluation for an IEP or a 504 plan and for students achieving at or above grade level
- ▶ which leads to...
  - ▶ and this will lead to the placement of students in proper tiers for differentiation and possible identification for IEPs, 504s, and students above grade level to implement further instructional differentiation and individualization.
- ▶ Budget Description
  - ▶ there is a funding investment for this strategy and it is to fund an MTSS teacher/coordinator. As our MTSS program becomes more robust, there may be a need to increase this .5 FTE position into a 1.0 FTE position

## C.I.W.P. - Supportive and Equitable Approaches to Discipline

- ▶ If we do...
  - ▶ if we strengthen the restorative justice practice into our current SEL program in K-5 Second Step and our current grades 6-8 advisory program
- ▶ Then we see...
  - ▶ then we will see students empowered by the tools and processes needed for healthy conflict resolution
- ▶ which leads to...
  - ▶ which will establish an environment where stakeholders take ownership and responsibility toward a trusting and respectful relationship among students, teachers, and the greater school community
- ▶ Budget Description
  - ▶ there is no budget allocation

## C.I.W.P. - Student Voice, Engagement, and Civic Life

- ▶ If we do...
  - ▶ If we formalize the importance of student voice
- ▶ Then we see...
  - ▶ then we see students taking ownership and responsibility for the greater school community
- ▶ which leads to...
  - ▶ an enabling environment that creates empowered, civic-minded, socially-conscious students that respect diverse voices
- ▶ Budget Description
  - ▶ there is no funding allocation

## C.I.W.P. - team will meet to discuss

- ▶ Instruction: Literacy and Math growth among African American students
- ▶ I have sent out invitations to former and new members.
- ▶ We will meet to consider only the addition of plans around our African American students.
- ▶ For the time being, we will not adjust or consider other parts of the CIWP.

## e) Grants

- ▶ From FOL: \$23,775.25
- ▶ Order was placed
  - ▶ Chromebook carts - 5 x \$1500 (not ordered, yet)
  - ▶ Document cameras - 30 x \$364.77 (on the way)
  - ▶ iPad cart - 2 x \$2403 (not ordered, yet)

## f) Professional development

- ▶ 3-8 IAR training
- ▶ On April 8<sup>th</sup>, we had an all-staff meeting before school.
  - ▶ This gets us back on the schedule set at the beginning of the school year.
  - ▶ We are scheduled to meet 5 more times this school year.
- ▶ The Gust Foundation
  - ▶ Diverse Learners specialists
  - ▶ They will begin considering new partnerships in late May at which time we will meet.

## g) Board policies and initiatives

- ▶ Safety Committee
  - ▶ Meetings scheduled for Wednesdays at 1:00
  - ▶ Working through Covid related issues as they arise.
- ▶ Masked Movement Breaks
  - ▶ Each pod gets outside for 15 min each day.

## Discussion

LSC Member: Tell us more about Gust Foundation?

Dr. Fay: They provide free trainings around IEPs and teaching practices for diverse learner teachers, paraprofessionals, and general education teachers.

LSC Member: Will students return to school 4 days?

Dr. Fay: Have not heard from District nor about fall plans.

LSC Member: What is the science test for 5th and 8th graders?

Dr. Fay: It is a standardized state assessment; I like to think of it like a specialized reading test.

LSC Member: Covid exposure...there was a 2 day lag, is it typical?

Dr. Fay: District has a 24-48 hour policy.

LSC Member: Two pods affected; were they the same grade or same teacher?

Dr. Fay: The individual interacted with two different pods.

LSC Member: Head count numbers; did Chief Klee come back with the hypothetical number for enrollment for next year for student based budgeting?

Dr. Fay: Chief Klee did not share, but I will ask.

LSC Member: CPS has not released the plan/methodology yet. We will know more next meeting.

LSC Member: Can you share the qualifications for Assistant Principal?

Dr. Fay: Looking for extensive teaching experience, administrative experience, CPS or district level knowledge, experience in one or more of our CIWP priority areas, .

LSC Member: Who does the hire?

Dr. Fay: Falls on me with support from interview committees (group of 7th grade students and teachers).

LSC Member: You mentioned 6 students left; do you know the reasons?

Dr. Fay: Families moved out of state.

### **Public Comment**

Parent: Is there opportunity for more time in school; for instance more days a week?

Dr. Fay: With our new pod sizes (average 10-12) it will be difficult.

LSC member: From my understanding a number of schools have low numbers or less than half of students.

LSC Member: If we combined pods we could have up to 20 students and different classrooms have different size classrooms/square footage to fit desks and kids. I think it's important to remember that Lincoln has the 1st or 2nd highest number of students returning.

LSC Member: CPS has mandated a max pod size of 15.

Parent: In thinking of the fall and CPS pod size mandate, students may not be able to return to more than 2 days a week? It's not the discretion of the school, correct?

Dr. Fay: I don't want to speculate as the District has not shared any information. Yes, it's District policy.

LSC Member: With Ms. Ramirez-Diaz retiring and who will take over her class, Ms. Essenburg?

Dr. Fay: Six or so students will return to Ms. Pickett and the other 11 will go to Ms. Cole.

LSC Member: Is there a way the remote students could remain with remote learners?

Dr. Fay: The four of us sat down and talked it through what was best for the students and this is the plan we came up with.

## **Reports from LSC Committees**

### Budget

Putting together a document of actuals-to-budget with Dr. Fay to share at monthly LSC meetings.

We do have money in the budget for the Assistant Principal  
Majority of monies are personnel, but reviewing all budget lines.

LSC Member: Do we have money in the budget in the area of substitutes that weren't used that we can spend?

LSC Member: I will look in to it and other lines that sometimes CPS adds money to, but can't necessarily spend.<sup>3</sup>

LSC Member: Please send any thoughts or budget ideas to Melissa Macek.

### Building, Traffic and Safety

Evacuation, Fire and lock-down drill all successful

Cones outside are working, but if we're down a security guard the cones don't make it outside  
PPE inventory fine and replenishing

Looking into virtual tour and connected with PTA and FOL to work on it, but video won't go live until Lincoln's new website is created

Over spring break, engineer worked on plumbing

Crossing guard update; CPS looking to fill vacancy as well as Lincoln

Additional ventilation or purifier for the gym; windows are open, but we are looking for additional ways to increase air flow and will check in with safety committee

LSC Member: Do you know when new website will go live?

Dr. Fay: On my to-do and wish list

LSC Member: LSC did approve budget for the new website, approximately \$3500

LSC Member: Jerry Quandt has shared ideas and also another parent that created the PTA website has shared a quote that may be less expensive.

LSC Member: We need to review the CPS vendor list to see if the vendor who created the PTA website is on it. If not, that vendor can put in an application to become a CPS vendor.

### Diversity, Equity and Inclusion (DEI)

Meeting held with Dr. Fay and shared DEI initiatives and how they are intertwined with CIWP updates.

LSC Member: Can you share the plan with all LSC?

LSC Member: Yes, will share.

### Diverse Learners (DL)

Meeting on April 6 with Dr. Fay and Ms. Wallerstedt

Came up with a list of topics for future meetings

-older DL interested in what high schools will offer

-summer school or supplemental programs

Looking forward to regular meetings going forward

LSC Member: Who is running DL learner meetings?

LSC Member: Did not discuss, Ms. Wallerstedt and M. Macek ran the last meeting.

LSC Member: Are the meetings only for DL parents or open to all?

LSC Member: All parents are welcome.

### Organization and Outreach

**PTA:** Newsletter going out tonight

Next meeting: May 10

Need room parents

Photos for yearbook are due this Friday

Yearbook will be on sale; order deadline May 7; \$25

Book Fair: May 10-21

Career Day: June 2 (9am-12)

Picture Day re-take: April 26 and 29

**EFAC:** About 90% of students returned in Quarter 3 and more coming back in Quarter 4

Board Meeting last night and next meeting is May 10 at 6pm

**FOL:** Small fundraiser with NCAA Bracket

Looking for additional fundraiser for end of year

Looking for Officer position, specifically Treasurer

LSC Member: Any sports update?

Dr. Fay: CPS shared an extracurricular calisthenics program, but space, student ratio, and coaching logistics may hinder. Nothing from the district.

LSC Member: In the Fall, we had Cross Country for boys and girls at Oz Park.

LSC Member: Ursula has received approval for coaching.

**ALESMA:** None

### Communications

Website updated

Four applicants for Community Member position

## PPLC

Presented priority list to Dr. Fay

Next working on the vision statement, mission statement complete; will then share with parent organizations

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### Public comment

None

### Old business

Community Member introductions

Nada made a motion to go into a closed session to discuss Community Member candidates at 7:46pm and Ashley seconded.

In favor: Unanimous

### **CLOSED SESSION**

Nada made a motion to return to open session to discuss Community Member candidates at and Melissa seconded.

In favor: Unanimous

Kat made a motion to offer the Community Member vacancy to Jane Dokko and Nada seconded.

In favor: Unanimous

LSCAB elections are coming up, Ursula Taylor is running for the election and everyone can reach out to her if they have any questions. Ballots are in the office, return by April 26th to the school.

### New Business

- Update to share from citywide LSCAB meeting: Every 2 yrs, the Student Code of Conduct policy is updated, this year they are looking at language around biased-based behaviors and creating a more kid - friendly document that also addresses anti-bullying. CPS is looking into introducing a healing centered project that supports mental health, trauma, etc.

- Lincoln LSC doesn't have bylaws. It is optional. Without the bylaws LSC has flexibility, with the bylaws there isn't much of a wiggle room to govern. At a very contentious time of school expansion, Lincoln survived without the bylaws so we may not need it. This year LSC has spent a lot of time on important decisions, so we may not want to spend the time on creating bylaws at this moment.

For example, conflict resolution topics in bylaws could include a wide range of subjects (students, teachers, principal, parents, etc), what would Lincoln LSC bylaws address?

LSC Chair was asked to forward some examples of bylaws from other schools because Lincoln LSC is already following CPS guidelines for LSC, what additional information is needed for the bylaws?

#### Agenda for the next meeting

- 1) LSC Bylaws
- 2) Vote on CIWP

#### **Adjourn**

Nada a motion to adjourn at 8:32pm and Greg seconded.

In favor: Unanimous.