

Waters Elementary School  
LSC minutes for Sept 17, 2019

JR called to order 4:03

Quorum:

Parent Reps: Kristin Bacon (KB), Chris Brannon (CB), Greg Foster-Rice (GFR), Jason Rieger (JR), Erica Smith (ES), Lydia Schmidt (LS)

Community Reps: Zach Koutsky (ZK – late 6:55), -Lauren Niedespol (LN)

Teacher Rep: Rielly Wall (RW), ~~Annette Boeczko (AB)~~

Principal: Titia Kipp (TK)

Approval of Agenda:

Motion to approve the agenda, ES, KB Seconded. All in favor

Approval of Minutes:

Minutes from July 23 LSC meeting, motion to approve, RW motion, LN second. All in favor except for one abstention (ES, because missed the last meeting).

Announcement of Changes to Meeting Format:

JR – we moved public comments to two sections. A 20 minute section with sign up sheet at beginning, in order to speak on whatever topic you want and don't necessarily have to stay through meeting. We have a timer. There will be a second public comment later in the meeting to raise questions/comments that come up as responses to reports/presentations. I'm JR our new chair, and I want to thank our outgoing chair, ES.

Public Comment

*Please note: This period is dedicated for questions/comments that directly pertain to the 3 functions of the LSC: Budget, CIWP, and Principal Evaluation. Other questions/comments will be directed to administration (general school operations), teachers (specific classroom/grade level questions), or WatersToday (fundraising and volunteering).*

Debbie Frank, kinder parent: what is the budget/timeline for the annex construction?

JR - \$25-30 million budget, timeline is to be completed by Fall 2020. PBC is giving a presentation shortly on that topic.

Special Presentation:

PBC Update followed by QnA (10 minutes plus 5 min Q from LSC, 10 min Q from public)

Desmond Truett, the project manager (DT): I'll start by giving overview of the project schedule.

Design has been approved.

In the permitting process.

Mobilized the project, gearing up for first phase of construction which will begin end of Sept, building the caissons. Scheduled for opening in 4<sup>th</sup> quarter of 2020.

Construction manager is procuring building materials while we are awaiting the permits

Lot of coordination involved in early phases. Want to be able to move forward

I know there were concerns about trees along Wilson. We are protecting the Oak.

Once we start the Caisson work we expect 3 weeks completion.

I'd like to join you quarterly. I speak with Principal Kipp weekly. We will update y'all as we need to.

Questions form LSC:

ES: Is there a particular thing holding up the permit?

DT: Because of this location (following the move from the garden), our setbacks are extremely close to the sidewalk. We had signs up in the neighborhood asking for approval of a variance on setbacks. We received approval but we need to reconcile the landscaping so the permits can be

LS- you said 4<sup>th</sup> quarter?

DT – the plan is still to finish before September

JR – could you detail your plan to protect the Oak tree?

DT – We met with Dept of Forestry and they have a working relationship with our landscape architect of record. Bed of mulch, then steel plates, then jersey barriers extending around it to keep anything heavy from damaging the root ball. We pruned the trees above and below with approval from the Dept of Forestry.

JR – are you in continuous contact w Dept of Forestry about monitoring the tree protection.

DT – absolutely.

JR – Do you have an idea when permitting process will be completed?

DT – end of month

ES – Is landscape design complete? I thought they said we would have an opportunity to meet and have more community discussion about the nature play areas that they had  
Evan Smith – I'm director of planning and design. I do remember that conversation. We can have that conversation at another meeting. The architect vetted some exterior images. We are now at that point where we have the exterior design. We will come to principal and grounds committee in the next week to get high level buy-in then we can present those details at the next LSC meeting. This is one of the nicer annexes in my opinion. I can commit to getting that info to you on that timeline.

LS – is the playground in the NW corner going to be open by Fall 2020?

Evan Smith – Yes, but not earlier.

LS – is that the same for the nature elements outside the gym?

Evan Smith – some of those elements may lag behind completion by Fall 2020.

Debbie Frank: Who is the awarded GC and architect

DT – construction is managed by Gilban, and the architect is Bailey-Edwards

Debbie Frank: Second question, my kids classroom is outside the site. What are the hours of construction?

DT – with this being a school project we don't abide by normal work hours. We try to do our work between 7am-3pm but we may extend out past that into evenings and weekends.

How does that work in terms of noise?

DT – we will work closely w Principal Kipp about mitigating noise especially during construction.

Evan Smith – I will add, I'm not always on the site, but if construction disrupts education then we do our best to adapt schedules. We can put insulation panels on windows, etc. We try to be conscientious.

Parent – I thought we had promised to have the NW playground open by Fall 2019?

DT – Nope. We are landlocked and logistically challenged by the site.

## Old Business

### New Business

#### a. Adoption of By Laws

LS – you have a draft of the By Laws. Understanding that these would also need to be approved by Office of LSC Relations and CPS Legal. Almost all of it was collated from the LSC Handbook.

JR – we did not adopt By Laws at the organizational meeting in July. We adapted the existing LSC By Laws

TK – I believe the Inclusive Learning Committee was going to be changed back to Diverse Learner Committee

Hadley Bricker – DL is new terminology from CPS to embrace DL parents. I'm afraid if we move away from that name then we exclude that population.

LS – I misunderstood that Inclusion was broader than DL.

TK – this request for DL Committee came from an ISBE Audit and identified as a need. We also included it in the CIWP.

Kirsten Bacon – DL started with students who have an IEP.

Melissa McGowan – we tried the name Inclusive Learning Committee to be more welcoming of parents, but we welcome anyone and want to expand the idea and understanding of DL rather than the new name.

JR – do we have a motion to approve the By Laws with the name change from Inclusive Learning Committee to Diverse Learning/Inclusivity Committee?

KB – motion, ZK seconds. All in favor. The motion passes!

#### b. Approval of Water Today Fundraising

Kortney Moore, Waters Today – we are asking for approval for four major fundraising events – the Pledge drive, Waters Craft/Maker Market, Big Night, and Walkathon.

KB – are each of these events tied to specific programs.

Kortney – it is different. Now we raise the funds and the LSC and principal allocate the funds so we no longer advertise them this way.

ES – I move to approve the WT fundraising proposal for the four major fundraisers. KB seconds. All approve with JR abstaining because spouse is on WT Board.

c. Approval of Right at School Contract

TK – after school programming is through Right at School. That's been approved through real estate department of CPS (all rental agreements that utilize building space more than 10 times has to go through Real Estate Department and generates a legal document). This is strictly for the after school contract. The recess contract is separate.

ES – do we get a percentage of their proceeds?

TK – yes. And just a note that the more students who participate the more funds we receive as a school. We also rent to RAS in the summertime. And that too is a separate contract.

LS – do we have the contract?

JR – we are voting to approve the RAS after school contracts?

ES – this is another thing I wondered about – does that contract exclude us from having other contractors in school after school?

TK – if it is something

ES – I move that we approve the RAS contract for 2019-20, ZK seconds. All in favor. The motion passes.

d. Checks to approve:

Scholastic \$1726.74 Scholastic magazines for FY20, check #2428

JR – this check has already been cut.

TK – this is an acknowledgement of the magazine subscriptions that have already been ordered.

LS – this was one of the things I talked to budget committee about. Do we need an invoice?

ES – this is an instructional supplement.

TK – it is being paid out of internal accounts system, but the account line it is coming out of is student fees.

LS – so what I'm saying is that in the future we would like to have invoices so we have something to look at.

TK – we have all of that on file. This check is on the desk and

ES – it seems like this amount has gone down from previous years. Can you clarify?

TK – it's a variety of issues.

ES – O move to acknowledge the approval of the check for the scholastic orders.

RW second. All approve.

## Reports

### a. Principal Report (10 min)

Successful kickoff to the first day of school.

Had some changes to our curriculum. We are in an interim phase with the addition forthcoming. We were able to bring in additional DL staff. Were able to hire a new gym teacher (Mr. Archer) to comply with the CPS mandate and provide PE to all student 2x. We also hired 6<sup>th</sup> grade teacher Ms. Walsh and 2<sup>nd</sup> grade teacher Archie. Had to pull funds from non personnel line to open a half time case manager position that has been filled with Ms. Garrison. She's been doing a fantastic job. We need to have someone in place before the school year to make sure the DL students had their needs met.

The ELPT (English Language Program Teacher) is no longer allowed to be the AP, as we had in the past. So Ms. Alvarez will be replaced as the ELPT with Ms. Beza who will work closely with Ms. Alvarez and BAC. BAC meetings open to everyone – full of great strategies for any child.

Recently this week the superintendent released a statement about vaping. It is a big concern in HS, MS, and here. We are looking to bring in a speaker. I want to make sure parents are as informed as possible since we had some incidents last year.

We have successfully established our PPC (Professional Problems Committee) and PPLC (Professional Personnel Leadership Committee). The PPC deals with issues like problems with teacher spaces, bathrooms, and other grievances. The PPLC will fuse with the ILT (Instructional leadership Team). It is an elected group that will continue the work of the ILT working on curriculum and teacher supports in the grade level bands (K-2, 3-5, 6-8).

Communication – website has a lot of information. We want to make sure that the welcome packet information and fee sheet and other procedures are available to everyone. We are looking for someone to help translate

Want to reiterate here but will also be in the packet, our tutoring policy. Any tutoring conducted here with one of our staff members there must be a permission slip signed by the parent, approved by the office, so there is an agreement. It should also

be group tutoring. At no time is any staff member permitted on the property to tutor children for pay. If a family is seeking to employ a staff member for tutoring for pay that it has to happen off campus and we recommend under supervision of the parents/guardians.

Picture Day and Curriculum Night on Sept 25. 6pm for new families, 6:45 for returning families straight in the classroom. We will also have a HS night.

We also have a group working to fundraise for the 8<sup>th</sup> grade trip at a carwash. Made \$1300. Dance on Friday.

Multicultural/Garden Potluck in the Garden on Sept 28

First BAC meeting is Sept 25, will have elections that day to elect BAC advisory members that day.

ES – the formerly ILT, now PPLC. Does the PPLC still have coverage across all grades and topics.

TK – off the top of my head, No. Because it was elected. We have a good representation across grade bands. There's elected

LS – how many teachers are on the PPLC?

RW – There's 7.

TK – the two teacher reps from the LSC (RW and AB) then 5 elected.

CB – you mentioned Ms. Garrison coming on as case manager. Where did that funding come from?

TK – the money from the .5 case manager came from the lines we had allocated for staff on line 115. So it is a central office cost. But it does affect supplies, because it came from money that we had wanted to use for supplies. I will also say that we have aggressively been working on the lottery list and with some of the smaller classes there's no reason we cannot call up students from outside the enrollment boundary, so that has added families that also helps with our SBB funds.

ES – yesterday was 10<sup>th</sup> day

TK – we still are adding students so our numbers may go up for 20<sup>th</sup> day. We are not quite at 640 yet, but will be close soon.

LS – how many students are we taking in off the lottery?

TK – I don't have a total.

CB – what is situation with replacement clerk?

TK – we are working on a sub and a permanent replacement.

TK – There's been conversation with the STEAM committee to talk through that a little further bc the STEAM work we are doing could utilize the digital media space. The possibility of creating STEAM labs. Teachers want to visit other schools so we can get an idea for what could be installed there.

LS – does that mean there won't be a library int hat space? And by STEAM space is that a maker space?

TK – Makes space is my understanding. And is was

KB – the vision, therefore is not to bring back a Digital Media special?

TK – possibly, but the teaching staff is still working on it.

LS – what is happening with the technology from the Digital Media room?

TK – it has been put into classrooms and robots etc are available to teachers on an as needed basis

ES – with the change from ILT to PPLC, will you assemble the CIWP team by utilizing the PPLC in place of the ILT.

TK – a lot of the folks on the PPLC were returning ILT members. So that work will get done regardless of name change. As you know the CIWP will be coming into new plan that will build on previous plan.

LS – For PE minutes, the mandate is 150 minutes. Since they have gym for 120 minutes, how are we making up the 30?

TK – We are trying to get clarification from CPS is Health and Wellness, Calm Classroom etc can make up for those 30 minutes. So we can claim the Healthy School Badge. And Recess does NOT count for the 150 minutes.

b. BAC (5 min)

Elections coming up next week. Looking forward to having the BAC is Sept 25 from 8:30-10am, Multicultural Potluck is

c. Budget (10 min)

JR – we approved the budget on July 23, wanted to share. We will be posting the synopsis of that presentation with the minutes from July 23.

d. Facilities and Grounds (5 min)

JR – we wanted to make up for the lack of playspace during construction. Approved money on July 23 to allocate \$20,000 to put towards the creation of this playspace with a CPS approved vendor. But due to the vendors schedule and the fact that volunteers were in charge of this process, we are running up against not being able to put the nature playspace into the ground before freeze in October.

Evan Smith – there was some conversation about whether he was a vendor. We are not here to impede the project but we want to work with him to ensure there's no overlap. We are in the process of updating the district's standards for art and nature play spaces. Accessibility has to be taken into account. But I'll work with Principal Kipp to help usher it forward.

JR – couple of questions. It's not a playground, but it's a nature plays-cape. It wasn't clear that the \$25k cap came into effect since we are going through Waters Today and not CPS directly.

Evan Smith – I'm a little confused myself, but I'll look into it with Law to make sure contracts have proper language for risk management to protect schools.

JR – can we loop in F&G committee? It's hard for us to track what's going on if we don't know what's going on.

Evan Smith – yes.

JR – Alex the vendor wants to load

Evan Smith – I know there's some issues with the turf. I'm looped into that conversation and trying to get to the bottom of it because it is sinking.

JR – are you or your dept responsible for maintenance of the field and grounds?

Evan Smith – I'm not, but I often get involved. You have a distinctive grounds.

JR – I've read the contracts and Aramark is supposed to be covering the landscape beyond just the parkways.

Evans Smith – Clarence Carson, chief of Facilities, is looking at these contracts and responsibilities for maintenance. I'll try to have some resolution by next meeting.

JR – trying to get a weekly meeting with PBC about the construction to improve the two-way communication about the annex.

CB – Are there alternate opportunities for kids to play?

TK – Kids are active outdoors. RAS and Mr. Vivit/Ms Bricker are all supervising.

JR – Reserved money in the budget for an additional RAS monitor.

TK – Could be around the fire pit area, but staffing is an issue.

JR – Is it true that we don't want kids running around the garden?

TK – This is a school. Kids should be able to play.

LS – What is the plan for inclement weather?

TK – PE is between gym and annex. Drama is in the classroom.

e. CIWP

- We are overdue a 30-week update.
- PPLC needs to provide an update at the October meeting.

f. Principal Evaluation

- Committee will be meeting to determine a schedule for the year to spread the process out over the year

g. PPLC

- There was an election last week. PPLC members are Mr. Wall, Mc Booczko, Ms Aguilar, Ms Collins-Gonzalez, Ms. Rivadeneira, Ms. Vecchioni, Ms Heilrunn.
- PPLC will have an update next meeting.

h. Fine Arts

- Ms Kipp is working on setting up a meeting with the CPS Fine Arts office and Arts Committee.

i. Wellness Committee

- Had a meeting before school started.
  - Did an internal audit of programming and how it's meeting requirements using Healthy CPS Alignment Report.
  - Outlined strategies for getting us into full compliance so we can get the Healthy CPS badge.
- Added a new PE teacher as well as an additional 30 minutes/week of classroom health.
- Waiting for confirmation on whether other classroom activities (ex. calm classroom) count towards PE minutes
- Next meeting is November 8 - school improvement day.



- Updates from liaison will be quarterly

#### 11. Public Comment

- Carolyn Dean – 2<sup>nd</sup> floor girls’ bathroom sinks not working.  
TK – Will check w/ engineer
- Carolyn – Could we use portable basketball hoops outside? Footballs?
- Parent – Right at School had Spanish last year. Is that something we can have again?  
TK – talked to RAS.  
Another Parent – RAS says there hasn’t been the demand for it. Does everyone get the schedule from RAS?
- Parent – How was the decision made that digital media would be removed?  
TK – Classroom lost because of construction. Certification with staff members when moving teachers around. Haven’t been doing a good job of providing diverse learner services.  
Parent – Transparency to help parents understand?  
TK – Was in the Principal’s Blog.  
JR – Coming to the LSC meetings is best way to ask questions.  
Parent – Is it budgetary?  
TK – An additional PE teacher took funds away from digital media  
Parent – How were we deficient in Diverse Learning?  
TK – Staffing. There is a nationwide and district shortage of DL teachers. Substitutes aren’t endorsed, so it doesn’t count. Want to ensure all students are being provided with the best support possible. Priority in CIWP. CPS inclusion and equality is a ‘big deal’. They’re looking at it closely.  
Parent – Is there a certain number of teachers we need?  
TK – Yes. It’s six to meet the minutes in IEPs.  
Parent - How many classrooms are we down because of construction?  
TK – We’re not.  
Amy Vecchioni – Music is in the digital media room.  
TK – Initially we were going to lose two small classrooms. They were going to share the lab space. That got turned around at the last minute. We may lose those classrooms at any time and we need to be prepared. Then music would be in the classroom.
- Jill Smith (?) – New curriculum for essentials – can we get that at curriculum night?  
TK – There will be syllabi available – visual arts, music and drama have pages that will be linked to the website. Not online yet.  
Jill – Will those teachers be there?  
TK – No one is required to be here. They are here on a voluntary basis. If they are absent, we will try to have information available.
- JR – Will follow up on basketball hoops and having kids play in the garden.

KB Moves to adjourn

RW Second

Unanimous.

List of action items before next meeting (chief agent for instigating action is underlined):

- Facilities & Grounds will set up meeting with PBC/CPS Construction (Evan Smith) to get more information about exterior treatment of the building and other details to share with community. Will also share at LSC meetings.
- Facilities & Grounds will try to get a weekly meeting with Construction Crew to provide updated information to the community
- TK and CIWP Committee – We missed the 30 week update in May. What is the schedule for updates this year?
- Principal Evaluation Committee will establish schedule for more regular meetings to spread the tasks over the course of the school year.
- PPLC will meet and provide update at next meeting
- TK and Fine Arts Committee will determine schedule of meetings
- TK will provide updates on bathroom sinks on 2.d floor, basketball hoops, and students playing in the garden.
- Secretary will work with Mr. Wall to ensure minutes section of the website is fully updated and clear.