



Dr. Rhea Bush

Principal

Rekha Anand

Parent Representative

Kevin Bolden

Parent Representative

Dr. Stephanie Frawley

Community Representative

Sheila Howard

Staff Representative

Fadi Matalka

Parent Representative

Jackie Matthews

Community Representative

Nell Strong

Parent Representative

Dr. Katonja Webb Walker

Parent Representative

Dr. Ramel Werner

Teacher Representative

Vacant

Parent Representative

Vacant

Teacher Representative

Skinner LSC Meeting

Tue, September 12th, 2023

Meeting Minutes

I. Call to Order

LSC Chair, Dr. Walker called the meeting to order at 5:52 p.m.

II. Roll Call/Establish Quorum

A. In-person were LSC members Dr. Walker, K. Bolden, S. Frawley, S. Howard, R. Anand, N. Strong, S. Howard, Dr. Brown (on behalf of Dr. Bush).

B. Absent: C Burnett, J. Matthew

C. Virtual: F. Matalka

A physically present quorum was established, and a motion was passed by N. Strong to allow member access to virtual/audio participation. Motion was seconded by K. Bolden.

III. Approval of Agenda

Dr. Werner motioned to approve the agenda. Motion was seconded. Voice vote: passed with none opposed.

IV. Approval of June 13 & July 7 Minutes

K. Bolden passed the motion. Motion was seconded. Voice vote: passed with none opposed.

V. Selection of Temporary Secretary to take meeting notes.

J. Matthews was out for personal reasons. R Anand offered to take the minutes. No opposition.

VI. Announcements & Public Communications

A. Friends of Skinner West (FOSW)

▪ The walkathon has been scheduled for October 5th. Envelopes for fundraising will be distributed to classrooms soon.

▪ Following prior discussions, floor and wall painting is slated to commence during the Thanksgiving break. The floor will be painted during the winter break. There is a possibility for contractors to initiate work on weekends. A budget of \$10,000 has already been allocated and therefore finalizing timelines is critical.

- For the STEM curriculum, a teacher was hired but FUSE curriculum which was purchased for \$24,000 has not been used. Dr. Brown mentioned that he will follow-up with Dr. Bush.
- Jeni's ice-cream fundraising social will be in October. Flyers will be sent out in the upcoming newsletter.

B. West Loop Community News Updates

None

VII. Committee Reports

Dr. Walker opened the discussion on establishing LSC committees.

A. PTO/Forum

Due to lack of participation, it was discussed to potentially merge this committee with the FOSW. The discussion is tabled for Dr. Bush returns, and further deliberation will occur at that time.

B. Chairperson's Committee

Dr. Walker introduced the LSC chair and Vice Chair. There are two open LSC positions (1 Parent and 1 Teacher Representative) currently open. Details on how to apply can be found at CPS webpage. Also, Citywide LSC Elections will take place in 2024. Information will be forthcoming on the CPS webpage on how to apply.

C. Professional Personnel Leadership Committee (PPLC)

TBD. Ms. Milroy, who led the PPLC last school year is no longer with Skinner and there will be a new teacher representative that will be selected for this position.

D. Special Education – LRE Committee

Dr. Werner chaired the LRE Committee last year and motion was passed for him to continue this year as well. Voice vote passed with no opposition.

E. School Improvement Committee

K. Bolden nominated himself to lead the School Improvement Committee. Motion was seconded. Voice vote passed with no opposition.

F. Facility Services Committee.

K. Bolden nominated F. Matalka to continue leading the Facility Services Committee. F. Matalka accepted the nomination. Voice vote passed with no opposition.

G. Communications Committee

TBD. L. Kostielney may continue to lead the committee, but it needs to be confirmed.

H. LSC Advisory Committee

Dr. Walker nominated K. Bolden. Voice vote passed with no opposition.

I. Bilingual Advisory Committee

The Bilingual Advisory committee will meet on September 20th to select the President, who will be the lead for this committee.

J. Advanced Math Committee

S.Bae is not leading the advanced Math committee. Zhusoong Mei is the new lead.

S. Principal's Report

1. Personnel

No Updates

2. Support Area: Quality Instructional Program

CIWP Committee Introduction of Members & Approval (later in the LSC meeting)

3. Support Area: Parent & Community

Tranquil Garden Damages: remind Superstars to use the garden responsibly and or have adult supervision when in the garden.

4. Facilities Update

Gym Project Updates (sponsored by FOSW) painting to tentatively begin November 2023, December 2023 at the latest.

5. Budget

- Weekly Expenditure Report and July/August internal accounts report is in the LSC folder.
- 20th Day Enrollment Budget Increase (not yet shared by the district)

6. Fundraising Approvals

- Mrs. McGann (librarian) Book Fair Fundraiser
- Ms. Florczyk (art teacher) fundraiser

7. Budget Actions

- Close Technology Position (formerly Mr. Lomax's position) and reopen Part Time Technology Position
- Open Full Dean of Students Position

8. Budget Approval Requests (approval vote required)

- Dr. Bush requested a budget transfer request of \$150,000 for STAR staff salaries (current 34 total staff) to pay for the first 1st semester of STAR. This will be from internal account # 24305 STARS After-School Program.
- Dr. Bush requested a budget transfer of \$60,000 to pay for STAR vendors (STEM, Karate, Chess, West Loop Soccer Club, POW, Young Rembrandts). This will be from Internal Account # 24305 STARS After-School Program. Question was asked about kids under waitlist. Dr. Brown commented that the School administration is working with those families. One parent also asked if Music House will be offered this year. Ms. Grove stated that the music school was ready to offer classes but is waiting on school administration to confirm. Dr. Brown to follow-up with Dr. Bush.
- Mr. Bailey (3rd grade) and Ms. Newmark (6th-8th cluster) requested a budget of \$4000 for cluster inclusion. This will come from 28109 Special Education Program Fund.
- Mr. Lee requested \$4600 for Debate team membership fee and teacher extended day and Saturday payment. This will be from Internal Account # 24209, First Eagle Debate Team

Motion was passed for all four budget transfer requests by K. Bolden and was seconded Voice Vote: all budgets approved with no opposition.

VIII. Old Business

None

IX. New Business

A. Continuous Improvement Work Plan (CIWP)

A CIWP team was formed, and two priorities were set.

- Identify peer socialization opportunities to improve student engagement.
- Inclusive learning environment
- CIWP Milestone Dates: October 18th, 2023, December 20th, 2023, March 20th, 2024, and May 22, 2024.

CIWP must be approved by September 15, 2023. Skinner West CIWP was approved by voice vote by the LSC.

B. LSC Member Vacancies

- There are two open LSC positions (1 Parent and 1 teacher) currently open. Details on how to apply can be found at <https://www.cps.edu/about/local-school-councils/lsc-vacancies/>. Skinner West will post the position and applicants can apply and submit the complete package to the front office in person. Candidates will then be speaking for a few minutes in the next LSC meeting slated on October 17th, 2023 and LSC will vote in a closed meeting.
- Citywide LSC Elections will take place in 2024. Information will be forthcoming on the CPS webpage on how to apply.

C. Early Care Options

Parents have expressed concerns with the late bell schedule and not having an early care option. R. Anand has provided a consolidated list of early care and after care programs that other CPS schools are using. The LSC and school administration will explore early care options.

D. STAR (start time and hours)

The STAR start date and time were discussed. STAR will start on Monday 18 September from 4pm-6:15PM at Branch and till 6:30PM at Main Building. The delay in STAR was discussed. The STAR contracts cannot be awarded at the end of the school year. It is only at the beginning of the year when STAR staff is finalized. Parents did express concern and requested to consider an on-site external vendor as a support to ensure timely start of the STAR.

E. Lunch/Recess Time

- Each grade has a total of 45 minutes of lunch/recess, 25 minutes of lunch and 10 minutes recess.
- There are more lunch supervisors now.
- Indoor Recess has options such as soccer ball, kick ball, gaga ball. Additionally, there is music equipment.

X. Public Comment

A. Parents had concerns that there are various communication paths and not all pertinent information is being passed to parents. LSC and Front Office will discuss some of the recommendations.

B. Parents expressed concerns about the absence of important information in school communication. Specific examples were shared:

- During the curriculum fest, parents were unsure about its scope and whether children could participate.
- There was no email about STAR Registration even though it was open on the website.
- Communication regarding the Early Bell schedule, which was not accepted due to transportation issues, was not adequately shared.

C. Parents raised the concern that the LSC meeting minutes are posted only when they are approved in the next LSC meeting and as result some pertinent information and decisions are missed such as the final decision on the bell schedule. It was decided that the LSC will provide a short summary to the Communications Committee after each monthly LSC Meeting. These will not be the official minutes but a high-level overview.

D. Parents requested more detail on assessment tests and results. The LSC and front office will explore initiatives aimed at educating/ informing families on these topics.

E. With Mr. Lomax's exit, parents had questions on calm corners. Dr. Brown mentioned that all classrooms have calm corners. Also, Dr. Brown's personal office has a room for students to come and take a break.

F. Parents had questions on onboarding of new teachers and substitute teachers. Dr. Brown explained that the school has implemented Kagan Learning. He mentioned that we have coaching support and all the teachers, new and old are provided training and get coaching and help with lesson planning as well as how to download progress reports etc.

G. Parents also had questions on lunch/recess detention. Dr. Brown stressed on the importance of empowering and using restorative options before moving to lunch/recess detention and also stated that it's a very rare scenario.

XI. Adjournment

Dr. Walker motioned to adjourn the meeting at 7:30PM. Motion was seconded. Voice vote: passed with none opposed.

Respectfully submitted,
Rekha Anand
(Designee for Skinner West LSC Secretary)