

**Bret Harte Elementary School**  
**1556 East 56th Street Chicago, Illinois 60637**  
**Charles Bright, Principal**  
**Shequitis Shelton-Turner, Assistant Principal**

**Local School Council Virtual Meeting Via Zoom**  
**Tuesday, January 17, 2023 at 6:20pm**

Approved Meeting Agenda items are listed with meeting minutes noted below.

1. Call Meeting to Order by Chairperson, Erica Walker at 6:16pm
2. Roll Call by Chairperson, Erica Walker
  - Present: Charles Bright, Kristina Lawson, Aiko Hibino, Kara Hill, Stacy McDavis, Joe Kurstin, Keeshawn Romero Kristin Woods, Sam Nolan
  - Absent: Kendrea Williams, LaTavius Davis
3. Approval of Agenda
  - Motion to approve Agenda by Joe; second by Aiko; approved by all
4. Approval of Minutes from Previous Meetings
  - Motion to approve regular meeting minutes from 12/13/22 by Kristina; second by Joe; approved by all
  - Motion to approve to approve closed session meeting minutes from 12/13/22 by Kristina; second by Kara; approved by all
5. Announcements of Guests
  - K. Dawkins, staff; M. Goosby, staff; C. Hamilton, staff; M. Bates, staff; Shequitis Shelton-Turner, Assistant Principal; D. Evans, staff
6. Public Comment - none
7. Reports - Principal's Report and CIWP – **Current School Enrollment is 336 students**
  - **Domain 1 – Organizational Leadership**
    - **Held a staff professional development day on Dec. 23rd. We discussed the most voted for vision statements for our school and tried to see if we could merge some of the language in the visions. Teachers also completed safety training modules and worked on report cards.**
    - **AP Turner (Professional Practice Academy) and myself (Walkthroughs, Mini-Evaluations, and Classroom Management) attended full-day professional development sessions last week.**
    - Met with CPS's Chief Operating Officer, Charles Mayfield, and representatives from Aramark and Jones Lang Lasalle to discuss maintenance/cleanliness concerns. We walked through the building, and I shared our concerns including difficulties receiving substitute janitors, the need for an additional permanent janitor, lack of scrubbing equipment, and peeling paint concerns. Those in attendance have assured me that those concerns will be addressed.
    - Attended Network 9 Leadership Training on 12/9. On Dec. 10th, both AP Turner and I attended... Training was centered around the book, *Leadership: The 11 Essential Changes Every Leader Must Embrace*. We also received training on best practices for co-teaching and *Leader in Me*.
    - The Instructional Leadership Team (ILT) participated in ILT Institute 3 (11/16). We collaborated with Pritzker to discuss student survey results and best practices for ILTs.
    - Received approximately \$4,000 worth of indoor recess for preK-8 classrooms
    - Held ILT meeting discussing CIWP goals.
    - Performed our third fire drill (12/7).
    - Held meetings with MAC Properties and CPS to discuss issues at Solstice building.
    - Worked with CPS and MAC Properties to complete scaffolding work
    - Worked with CPS to ensure bollards were placed outside the school
    - Led first part of mission/vision work with staff on principal-led professional development day
  - **Domain 2 – Instructional Core**
    - **Began middle of the year I-Ready and Star 360 testing for k-8 students.**

- **Received a \$10,000 Creative Schools Grant (written by Mrs. Floyd). We will be bringing in outside artists to further develop water coloring skills. This is our 3rd consecutive year receiving this grant.**
- **Counselor Craig created several documents to improve communication with staff regarding discipline including a Safety Plan Tracker and Student Intervention Tracker.**
- **Mrs. Pitterson, Lead Coach, shared the first edition of the Coach's Corner (highlighting teacher work) with the staff.**
- **PreK team received the Silver Circle Quality Rating from ExceleRate for the 2021-22 school year.**
- Ms. Richardson, Ms. Campbell, Mr. Isaacs, and Ms. Goosby received professional development from Savvas Learning on their My View literacy series. Network 9 instructional support leader, Ashley Keine, joined the teachers to provide additional assistance.
  1. Teachers received follow-up visits including feedback on their application of My View
- Attendance Team and Culture and Climate Team met, leading to the creation of attendance incentives for November. Middle school and intermediate grade students with over 97% attendance received free gym time and popcorn. Primary students enjoyed popcorn and a movie.
- Mrs. Grib attended professional development from the Chicago Literacy Group titled Building the Foundation: Teaching Phonemic Awareness, Spelling, and Vocabulary.
- Welcomed University of Chicago student tutors (2) and oversaw transition to working with students in small groups.
- Reading in Motion is working with kindergarten and 1st grade students working slightly below grade level in small groups.
- 1st, 2nd, and 3rd grade teachers attended ELA training sessions on My View to learn best practices for reading instruction and how to utilize new reading series.
- Mr. Bright attended CPS Budget Masterclass session.
- Led bi-weekly Instructional Leadership Team (ILT) meetings focusing on teaching writing in small groups and looking at instructional, attendance, and social-emotional data.
- MTSS lead, Ms. Lanfair, is continuing to pull small groups of students (and one-on-one in some instances) in grades k-5 for reading and math support
- Continued with Algebra Hub participations
- Conducted Core Instructional Walk with Network 9 Chief Mason and Deputy Reynolds (middle school and preK focus)
  1. High student engagement Teacher feedback evident
  2. Next steps - student to student discourse and planning
- **Domain 3 – Culture and Climate**
  - **The Harte Student Leadership Council created daily activities giving students an opportunity to honor the life of Dr. King. Tomorrow, students will wear all-black and conduct a peace walk. They will walk to fight an injustice they would like to see changed in the world, nation, city, community or at school.**
  - **Eight staff members agreed to join the Hallway Committee with the purpose of creating systems to reduce the amount of noise in the building.**
  - **Harte 5th-8th graders took the CPS Cultivate Survey. The survey asks questions to learn more about their thoughts about school instruction and the overall environment. The results will be shared with schools sometime in the middle of February.**
  - **We have 4 teachers currently serving as mentors to student teachers (Ms. Richardson, Ms. Campbell, Ms. Lawson, and Ms. Floyd).**
  - **Held a COVID Vaccination clinic on January 9th. The new, bivalent COVID booster and flu shot were available.**
  - Received visit from Michael Strautmanis, Chief of Civic Engagement with the Obama Foundation. Mr. Strautmanis visited the 4th grade classroom and read-aloud Santa in the City.

The Obama Foundation donated hats and gloves to all students. They also donated 20 winter coats and 50 hardcover books. We were hoping President Obama would attend but his schedule was changed.

- 2nd and 3rd graders attended the Lighting Ceremony for the Museum of Science and Industry's annual Christmas Around the World exhibit.
- Held Parent Advisory Council (PAC) Meeting (11/30). PAC is organizing a Hot Chocolate Bar on 12/22 and is recruiting parents to assist. They are also planning a hat and glove drive for charity.
- 1st and 2nd graders dressed in their finest attire and attended The Nutcracker (12/8).
- 100% of our 8th grade students submitted applications for high school enrollment.
- Held report card conferences (11/21). Parents were offered a choice of in-person or virtual conference.
- Held My Very Own Library Book Fair from Nov. 14th-18th. Each student selected 5 free books.
- The Social Committee created the Winter Fun December Challenge. Today, students are wearing plaid.
- Held bi-monthly Behavioral Health Team Meeting.
- Entire building was re-keyed (12/13).
- Coffee with the Principal (in-person) on 11/3 to discuss Parent Portal and answer questions
- Held 2 COVID Vaccination Clinics 10/14 & 11/14 (1 more scheduled in January)
- 8th graders attended the N9 High School Fair on 10/27
- Held annual Booktober event for staff and students with lots of students in costume
- Kindness Week (classroom discussions on kindness and creation of kindness chain to track students doing good)
- School Spirit Week (special dress days such as "Twin Day")
- Created schedule and attended planning sessions for the high school placement test which takes place on 10/25 & 10/26
- Met with Neighborhood Schools Program to ensure U of C student volunteers
- Attended Obama Presidential Center Dinner (10/17). Personally invited President Obama to visit Harte.
- Completed CPD led lockdown drill
- Held PAC Annual and Organizational Meetings
- Held 8th Grade Parent Meeting
- **Domain 4 – Talent**
  - **Hired Saboora Redmond as a miscellaneous staffer.**
  - Made an offer to Saboora Richmond for a miscellaneous position.
  - Received (and poster) a new SECA position.
  - Attended N9 Principals' Meeting to learn about IAR testing, receive hiring updates, and learn leadership development skills.
  - AP Turner attended N9 Assistant Principals' Meeting
  - Math Coach, Mrs. Pitterson, received additional coaching from CPS mentor, Melva Smith.
  - 1st, 2nd, and 3rd grade teachers attended ELA training sessions on My View to learn best practices for reading instruction and how to utilize new reading series (10/27 & 11/8).
  - Mr. Bright attended CPS Budget Masterclass session.
  - Led Instructional Leadership Team (ILT) meetings bi-weekly with teachers focusing on teaching writing in small groups and looking at instructional, attendance, and social-emotional data.
  - Successfully interview and have offered SECA position to Ms. Melva Smith
  - Two SECAs completed safety care training, Mrs. McDavis and Ms. Farmer
  - Led 2 Instructional Leadership Team meetings focused on teaching writing in small groups and completed ILT Effective Rubric (self-evaluation)
  - Joined ILT members in attending the ILT Clinic
- **Reports – PAC**
  - The Holiday movie and hot chocolate bar that was planned had to be canceled because of bad weather. Next meeting will be held on 1/18 and this will be an informative meeting involving CPS and the benefits of the P-EBT card program.
- **Reports – FOBHE**

- EOY mailing campaign has concluded, the group will be organizing a phone drive to solicit more donations
- Affy Tapple fundraiser was well received, over \$100 was made and students enjoyed it; will work to see how we can see apples on more occasions
- Dine Out at McDonalds is currently being planned for Monday, February 20th

#### 8. Old Business

- Updates on Drop Off and Pick Up Traffic
  - Joe asked if the letter of concern was emailed to CPS and community leaders last month and Mr. Bright informed that committee that the letter had not been sent out yet but that he would send it out after this meeting
  - MAC Properties informed that the school that they expect full access of the street to resume by the end of February – they will continue to lease the parking lot for the school to use
    1. Mr. Bright was asked to remind everyone that the new parking lot is available for the entire Harte community to use
- Updates on Security
  - CPS has only provided the school with a sub security officer; Mr. Bright sent an email to leadership informing them that Harte was in need of a full-time security office.
  - It was asked that Mr. Bright reach out to Network 9 members to see if they have any suggestions and also create a flyer to appeal directly Chicago Police officers who may be looking to pick up another shift
- Concerns from Professional Problems Committee
  - Noise Levels are too high in the school, even though it's the teacher's responsibility, not all are considerate with it comes to transitioning their classes especially when using the staircases
    1. Erica said that signage in the school building could easily address the noise levels
  - It was mentioned that the building could be cleaner and that the weeds in our garden really need to be dealt with
  - Auxiliary staff would like to meet on a regular basis so that they can be informed with communications that take place in the grade level meetings
    1. Mr. Bright said that PE, Tech now meet every Monday
    2. K-8 has weekly meetings
    3. All meeting minutes are available online and all staff have access to this
  - Mr. Bright would like to a time to address these concerns properly but did mention that smaller committees of staff members are being formed to address some of the ongoing issues with noise levels and how better improve communications.
  - Kristina also said that master schedules are available and provide transparency when it comes to the staff schedules.

#### 9. New Business

- Vote on Fundraising / Budget Transfers
  - Motion to approve \$9,377.16 in budget transfers by Kristin; second by Kristina; approved by all
  - Request was made to make budget transfer easier to read going forward
- Preparation for Principal Evaluation Teachers
  - In April a survey will be sent to staff and parents. Erica will reach out to Ms. Williams to see if she can assist Kristina with the staff survey.
  - Erica asked that all newly elected LSC members remember to complete all their training modules.

#### 10. Set Agenda / Date for Next Meeting

- Updates on Drop Off and Pick Up Traffic
- Updates on Security
- Updates from Professional Problems Committee
- Budget Transfers
- Preparation for Principal Evaluation
- Tuesday, February 21<sup>st</sup>, at 6:15pm

11. Adjournment

- Motion to adjourn at 7:36pm by Joe; second by Kristina; approved by all