

**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, March 21, 2023, at 6:20pm**

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

1. Call Meeting to Order by Secretary, Kara Hill at 6:24pm
2. Roll Call by Secretary, Kara Hill
  - Present: Charles Bright, Kristina Lawson, Aiko Hibino, Kara Hill, Joe Kurstin, Kristin Woods, Stacy McDavis, Sam Nolan
  - Absent: Kendrea Williams, LaTavius Davis, Keeshawn Romero
3. Appointment of New Chairperson
  - Motion to nominate Kara Hill as new chairperson by Kristina; second by Aiko; approved by all
4. Approval of Agenda
  - Motion to approve Agenda by Kristina; second by Kristin; approved by all
5. Approval of Minutes from Previous Meetings
  - Motion to approve regular meeting minutes from 02/21/23 by Kristin; second by Mr. Bright; approved by all
6. Announcements of Guests
  - D. Evans, staff
7. Public Comment - none
8. Reports - Principal's Report and CIWP – **Current School Enrollment is 342 students**
  - **Domain 1 – Organizational Leadership**
    - **Received a quote for a new sound system for the auditorium. Friends of Bret Harte and Park Community Church have agreed to pay for the equipment and install of the new equipment**
    - **Met with MAC Properties. They agreed to pay for our 8th grade graduation and practice fees at the Logan Center.**
    - Received a \$75,000 grant from Senator Peters for capital infrastructure. Staff was surveyed to determine how to best spend the money. Repairing and updating the bathrooms on the 1st and 2nd floors was selected by the most teachers. A CPS team came out to examine our bathrooms, and we were informed that the \$75,000 would most likely cover the single-stall student and staff bathrooms on the primary wing of the building and the single-stall bathrooms in kindergarten and PreK. They said that \$75,000 wouldn't be enough to work on the 2nd floor bathrooms. We expect the work will start next summer.
    - Met with Jarred McCarthy, Director of Education Business Development at MSI. We discussed science education and programming and how MSI could help us do more with science learning. We covered interactive field trips with learning labs and engaging exhibits, to training and professional development that can improve science instruction and learning in your classrooms. Mr. McCarthy will be visiting Harte later this month.
    - Met with Shaz Rasul, Executive Director of Education Partnerships with Univ. of Chicago, to discuss STEM partnerships.
    - Placed an order for 11 new computers in the computer lab.
    - 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, *Leadershift: 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**
  - **Bret Harte will be hosting summer school for 3rd, 6th, and 8th graders. We will serve as the site for students from Kozminski, Shoemith, and Reavis as well. We will also be holding 2 Kick Off to Kindergarten classes.**
  - **Last week, students in grades 3-8 began taking the Illinois Assessment of Readiness (IAR) Test. The test is at grade-level and is taken on a computer. It consists of 3 English Language Arts and 2 Math Sessions. Sessions run from 60-90 minutes depending on the grade-level. Most students will be finished testing by this Friday.**
  - **Tomorrow, our Instructional Leadership Team (ILT) will lead our Flex Day Professional Development session for teachers. It will be centered on developing a scope and sequence for writing. This focus came as a result of a survey created by the ILT asking teachers to identify what they wanted to develop during the 4th quarter of this school year.**
  - Conducted an Instructional Leadership Team (ILT) Walkthrough (Rigor Walk) of the building. ILT members (Mrs. Grib, Ms. Goosby, Ms. Johnson, Ms. Dawkins, Ms. Lanfair, Mrs. Hicks, and Mrs. Pitterson) visited a total of 8 classrooms. The focus was to determine if the lessons and student tasks addressed learning standards. Highlights of the visit were: a significant improvement in the number of classrooms that met the criteria, minimal behavioral disruptions, and evidence of usage of the My View literacy curriculum. Areas of growth included: need for intentional planning to increase the rigor of student tasks and need for more cooperative learning structures to increase student to student discourse.
  - As a result of the walkthrough, we began implementing a 5-week plan to improve student rigor throughout the building. Mrs. Pitterson, Lead Coach, led a presentation on rigor. Teachers then were given planning time, safe practice time (we are currently here), and time for reflection.
  - Our counselor, Dr. Craig, presented the middle of the year Behavioral Health Team report. She reported that 'social skills' are the most common type of referral and middle school students have received the most SEL interventions. One positive that was shared was that out of the 23 students that have been referred to Dr. Craig, 6 of those students have improved their behavior so much that they have moved to Tier 1 (top tier).
  - Our MTSS lead, Ms. Lanfair, reviewed I-Ready/STAR 360 middle of the school year data. Overall, there was a 9% increase in the percentage of students landing in Tier 1, while the percentage of students in Tier 1 remained the same for math. Overall, we saw some significant growth in reading and math from the beginning of the year assessment.
  - Two of our new teachers, Ms. Al-Sayeed and Mr. Isaacs, shared strategies they utilized to break down test data and form small group instruction.
  - 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**
  - Held our first Black History Month Assembly since the pandemic. We had a solid turnout that had a chance to witness some great performances. Each assembly lasted about 60-75 minutes.
  - The student council prepared a March Calendar full of events including days to celebrate International Women's Month, March Madness Book Tournament along with activities to celebrate the sweet 16, elite 8, and final 4.
  - Our United Voices Choir attended the annual Black History Month Concert Series in Orchestra Hall at Symphony Center
  - Celebrated the 100th Day of School. Students and staff were encouraged to dress as their 'older selves.'
  - CPS' dental team visited Harte on Feb. 1st to conduct dental cleanings. Over 70 students received care from the dental team.
  - On Jan. 27, we hosted an assembly to celebrate our students' hard work. Awards were given to students who earned A/B Honor Roll, Perfect Attendance, and/or demonstrated Leader In Me qualities.
  - Afterschool programming started last week. So far, we have art, ballet, hip hop, math tutoring, female mentoring, breakdancing, Ready Readers, and student council. Classes are offered Monday-Thursday from 3:30-4:30pm.
  - Held an 8th Grade Parent Meeting on Feb. 6th to share plans for graduation and luncheon. Graduation will be held on June 7th at 10am at the Logan Center (Univ. of Chicago campus). The class luncheon will be held at Fogo de Chao, and we are planning on going on a field trip to Six Flags Great America.
  - The Cook County Agriculture Dept. conducted a two-visit program with our 4th graders. They learned what agriculture is and discovered what crops grow in Illinois.
  - Harte Herald was sent out utilizing a new format (Smore). This allows us to include pictures in the newsletter.
  - 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**
    - **We lost our Lead Coach, Charlene Pitterson, on February 27th. The loss definitely hit our staff and student body hard. Additional counselors from the CPS Employee Assistance Program provider, ComPsych, were made available to staff in need of immediate confidential counseling and support. CPS's Crisis Response Team and our Behavioral Health Team met with classrooms to talk about Mrs. Pitterson, write letters, and make cards for the family. A special room with counselors was available for students that were in need of additional support. I was able to read two of the student letters at her funeral in Arizona this Saturday.**
    - **Hired Jaydae Bennett as a new special education classroom assistant (SECA). She had spent time at Harte as a substitute teacher this year.**

- **Another SECA position has been offered to Christine Walker. She was a COVID tester with CPS before accepting the position. She is currently going through the onboarding process.**
- **We will be posting an additional position this week for a recess/lunch leader. This will be a 4-5 hour a day job.**
- ILT participated in the CPS-led ILT Institute #4 on Feb. 3rd. We learned strategies for working with the soon to be released Cultivating Classrooms survey and had a chance to share successes with the ILT of 2 other CPS schools.
- 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**
  - No new updates
- **Reports – FOBHE**
  - \$1,000 donation was received from Montgomery Place Retirement Community, and a \$1,000 donation was received from Kara Hill's employer,
  - Dine Out at McDonalds held on Monday, February 20<sup>th</sup>, over \$500 was raised for this fundraiser
  - Affy Tapple sale has been planned for the last week of April

## 9. Old Business

- Updates on Drop Off and Pick Up Traffic
  - 56<sup>th</sup> street is still blocked off and the playground is still inaccessible, MAC thinks that the street should be open back up middle of April but no news on when the playground will be back opened
  - Still having issues with cars parking in the staff parking lot
- Updates on Security
  - Harte has been given a security guard every day since CPS was updated on the ongoing issues
- Concerns from Professional Problems Committee – (key issues from December's meeting are in red)
  - **Teachers don't have enough prep time**
  - **Resource teachers don't collaborate as a team, they should be sharing more grade level meeting notes with each other**
  - **Kids are too loud in the building**
    1. Kristina mentioned that the middle school teachers and staff have been walking kids all the way down the steps
    2. Staff still needs to be mindful of schedules because sometimes when kids gather in the hallways during transitions times it still loud
    3. Mr. Bright will be working with the security officer to offer additional assistance

- **School Uniform policies are not being followed by students or staff**
- **School Communication hasn't been the best this school.**
- **Staff want more accountability and transparencies when it comes to budget transfers**

#### 10. New Business

- Create Meeting Schedule for May (in-person)
  - Motion to meet in person at Bret Harte with a new start time of 5:15pm by Kristin; second by Kristina; approved by all
- Vote on Fundraising / Budget Transfers
  - Motion to approve double good popcorn for 8<sup>th</sup> grade graduation and budget transfers by Joe; second by Aiko; approved by all
  - Request was made to make budget transfer easier to read going forward
- Preparation for Principal Evaluation
  - The LSC will collect responses from parents and staff. Ms. Lanfair, MTSS lead will assist with the staff survey

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

- Appointment of new chairperson
- Appointment of new secretary
- Updates on Drop Off and Pick Up Traffic
- Updates from Professional Problems Committee
- Budget Transfers
- Closed Session for Principal Evaluation
- Tuesday, April 18, 2023, at 5:15pm

#### 12. Adjournment

- Motion to adjourn at 7:35pm by Kristina; second by Kristin; approved by all