

**Sayre Language Academy
Minutes of November 8, 2017 LSC Meeting**

Present:

Alexandria Mack, staff representative
Aimee Dinschel, parent representative
Nilmari Donate, parent representative
Kristen Luttery, parent representative (arrived 6:08 p.m.)
Nicole Montella, parent representative, LSC chairperson
Matt Quilty, parent representative
Patrick Canevello, community representative
Sonny Rodriguez, community representative (arrived 6:08 p.m.)
Lori Pelc, teacher representative
Anne Donatelli, Sayre assistant principal

1. **Call to Order:** Nicole Montella called the meeting to order at 6:03 p.m.
2. **Roll call:** Attendance was listed as above and a quorum was established.
3. **Approval of Agenda:** Nicole Montella motioned to approve the agenda upon correcting the listed date and time of the meeting to November 8, 2017 at 6:00 p.m., and listing December 13, 2017 as the date of the next LSC meeting. Nilmari Donate seconded. The motion passed unanimously.
4. **Public Participation/Open Forum:** None.
5. **Approval of Minutes:** Minutes from the October 11, 2017 meeting were reviewed. Nicole Montella motioned to approve the minutes. Matt Quilty seconded and the motion passed unanimously.
6. **Standing Committee Reports:**
 - a) Parent Advisory Council (PAC): PAC's annual organizational meeting was held on Friday evening, October 27, prior to the "Sayre Spooktacular" Halloween event. PAC's next meeting will be on Math and Science Night, on December 7.
 - b) Bilingual Advisory Committee (BAC): The BAC met on November 7. In place of last year's "Daddy-Daughter Dance," a more family-focused (for mothers and fathers, sons and daughters) is under consideration, date TBD. A regional BAC meeting is being held on Friday, November 17, and Sayre's BAC will be represented.
 - c) Professional Personnel Leadership Committee (PPLC): A scheduled meeting on November 3 did not take place. Ms. Pelc is exploring the possibility of a meeting next week.
 - d) Wellness Committee: Sayre's "Hot Chocolate" run and fundraiser for students will take place on Friday, November 17, with students walking/running laps around the block.
 - e) CIWP/Budget: See Principal's Report.
 - f) Principal Evaluation: Matt Quilty volunteered to lead this year's principal evaluation process, and to prepare a timeline and process to be considered at the December LSC

meeting. It was suggested that the evaluation process include surveys of parents and staff.

g) Bylaws: No report.

- 7. FFO Report:** FFO president Lisa Daleiden-Brugman provided several updates. The Halloween Spooktacular event on October 27 was a big success, with 257 attendees and more than 40 parent and student volunteers. The event produced a profit of \$600.

The October 19 “Shop and Share” event at Panera restaurant raised approximately \$120. The next such event will be at Portillo’s restaurant (Roosevelt and Des Plaines) on Thursday, November 16.

Sales and delivery of gymwear is mostly complete for the fall. Sales have produced approximately \$4,000 in profit. There will be another gymwear sale in January.

The December 7 Math and Science Night will include a welcome table, raffle items, a popcorn machine (with a donation jar), and yard signs. Members of the wider local community are invited. Members of the student council will serve as greeters and “ambassadors.”

Two subcommittees have been formed. A community relations subcommittee is focused on engaging families with younger children who are considering options for preschool and kindergarten. Members of this subcommittee are Sarah Loffman, Colleen Martinson, and Sara Avellenons. A school potluck committee is exploring having an event, with tables for each grade level. Members of this subcommittee are Jesse Fuentes, Sarah Loffman, Veronica Palacios, Sara Arellano, and Kayln Perez.

The FFO is also interested in getting a prioritized “wish list” from Sayre, as FFO has some available funds that could be put toward Sayre needs.

- 8. Principal Report:** In principal Ms. Adekunle’s absence, assistant principal Ms. Donatelli shared information prepared by Ms. Adekunle. Highlights included the following:

Mr. Dylan Endres was hired and started on October 30 as Sayre’s 7th/8th grade social studies teacher. One unstaffed position remains in 5th/6th grade social studies, but is being filled by Ms. Meegan as a substitute on a day-to-day basis. Ms. Meegan is working on her middle school endorsement and her credentials are being reviewed by the Illinois State Board of Education.

The primary grade special education position may be redefined, allowing Ms. Merrilyn Martin to transition to operation case management, diverse learners (DL) support and multi-tiered systems of support (MTSS) interventions schoolwide. Data indicates that more targeted interventions are needed to help Sayre’s students who are below grade level in their reading.

To date, Sayre’s overall attendance is 96.43%. It is anticipated that attendance rates will drop in the coming winter months. As overall attendance accounts for 20% of the calculation

of a school's SQRP rating, gains in attendance have potential to help raise Sayre's overall rating. SQRP data was released in October, and Sayre is currently a Level 2 school—but only 0.01 from being a Level 2+ school.

Grades K-8 have been outfitted with the enVisionMATH Common Core mathematics curriculum. Grades 3-8 are using EngageNY, a set of information texts aligned with Common Core curriculum to provide diverse learners with foundational supports to improve up to 2-3 levels in reading. The possibility was raised about a workshop for parents on elements of Common Core curriculum, especially in mathematics.

A yearlong professional development series for Sayre teachers is underway and being finalized. A November 3 session focused on adult socio-emotional learning (SEL); assessing our progress at providing quality Tier 1 instruction; and planning and assessments. Teachers also attended differentiated professional development sessions on improving and monitoring diverse learner outcomes and math outcomes schoolwide.

Sayre upper-grade students have attended high school fairs as they begin to consider options. Events for parents re: high school applications have also been held.

Officers for the Parent Advisory Council have been determined for the 2017-2018 school year.

Chairperson: Ms. Yesenia Menjivar

Recording Secretary: Ms. Rosalba Diaz

OMA/FOIA Officer: Ms. Alexandra Mack

Vice Chairperson (election pending): Ms. Charleszetta Stuckey

The PAC is planning a parent conference, tentatively scheduled for January 20. Parents will also be volunteering on the November 17 Hot Chocolate Run.

All Sayre students are being assessed for baseline metrics to offer enrichment and accelerated support (in areas including algebra and pre-algebra). 90% of students in grades K-8 have completed benchmark assessments for reading. Trends are being identified and evaluated by the Instructional Leadership Team (ILT) and teacher staffed, with a more streamlined and targeted system in development.

Afterschool academic programs (with students invited based on academic needs) will begin in November. The possibility of 4th and/or 5th graders resuming the practice of taking field trips to the state capital of Springfield was raised.

9. Action Items:

- a) Ms. Adekunle had prepared a summary of recent budget transfers to provide transparency to the LSC. These included purchases of a cart for tablets to be used in specials (art, music, etc.), as well as for materials to expand classroom libraries and reading areas.
- b) Approval of Expenditures: approvals by the LSC were sought for the following.
 - i) Matt Quilty motioned to approve creation of a position for 5th/6th grade social studies for the remainder of the year. This involved using \$17,000 in 115 funds and \$15,832 in 225 funds. This will also allow for a vacant position to be redefined to provide

- another diverse learner (DL) teacher. Nicole Montella seconded and the motion passed unanimously.
- ii) Lori Pelc motioned to approve the transfer of \$2,500 from 115 funds for reading materials to 115 funds for software licenses for purchase of English language development software Imagine Learning. Alexandra Mack seconded and the motion passed unanimously.
 - iii) Kristen Luttery motioned to approve the opening of an “extended day” bucket and transferring \$1,000 in 115 funds for an education support professional to set up a book room for teachers and perform miscellaneous filing. Aimee Dinschel seconded and the motion passed unanimously.
 - iv) Aimee Dinschel motioned to approve the purchase of 30 Lenovo tablets for use in specials classes (music, art, etc.) with \$13,000 in 115 funds. Pat Canevello seconded and the motion passed unanimously.
 - v) Matt Quilty motioned to approve \$2,300 for the purchase of t-shirts and hooded sweatshirts for the Hot Chocolate Run fundraiser on November 17. Funds will be recuperated once all fundraising is collected. Sonny Rodriguez seconded and the motion passed unanimously.

10. Old Business: None.

11. New Business: None.

12. Next LSC Meeting: Due to an unanticipated scheduling conflict, Matt Quilty motioned to move the next meeting of the Sayre LSC from Wednesday, December 13, 2017 at 6:00 p.m. to Wednesday, December 6, 2017 at 6:00 p.m. Pat Canevello seconded and the motion passed unanimously.

13. Adjournment of Meeting: Nicole Montella motioned to adjourn the meeting and Matt Quilty seconded. The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Matt Quilty
LSC Secretary