



## **Burley Local School Council Meeting Minutes September 23, 2020**

### **Call to Order:**

The meeting was called to order at 6:04 pm.

### **Roll Call:**

**Present:** Stephen Soltanzadeh, Catherine Plocher, Mary Renouard, Amy Walsh, Bob Blitstein, Laurie Barry, Teresa Merritt, Carolyn Skibba, Rob Moon

**Absent:** Rebecca Armatis-Furr, Liz Wiedegreen

### **Approval of Minutes:**

The Council reviewed the July 2020 LSC minutes. Rob Moon motioned to approve the minutes. Bob Blitstein seconded. All voted in favor. Minutes approved.

### **Technology Report:**

Ms. Skibba said it was a Herculean effort to get e-learning in place. Special thanks to Ms. Plocher, Ms. Nash, Mr. Roe, teachers and volunteers to get all the devices out to families at the start of school.

It's been a smooth start for kids e-learning. There have been some ups and downs, but overall it's been successful. Burley is using CPS mandated management and instructional tools. We've done a gradual rollout of digital and instructional tools at a pace that is comfortable for kids/families. It's mostly Google Meets, Seesaw and Google Classroom with additional subscriptions. We hope families have reaped the benefits of our hard work and are open to feedback.

With any tech questions, please send to Burley helpdesk. Mr. Roe is the mastermind behind that. There's a link on the remote learning page. You can also get easy access to schedules, link to help desk (online form), FAQ.

Thanks to FOB for some purchases and making sure teachers have the equipment they need to be successful.

People are using home wifi. CPS did make a number of families eligible for support and free wifi program. It was variably distributed based on need. We have not had a lot of families with wifi challenges and kids are engaging in home learning.



We sent home safe storage tips on handling the equipment in the kits. We had to swap out some devices from the spring, but most families are respectful and appreciative of what Burley provided.

### **Principal's Report:**

Ms. Plocher gave a shout out to the staff for putting together 570 e-learning kits that went out to each family. It was a whirlwind but we did the best we could on launching the school year.

### LSC elections

The application window has been extended to October 2 at 3pm. If you applied to run last Spring, you don't have to apply again. The LSC is made up of community representatives, parent representatives, teachers, and staff members. Elections are November 18. The newly elected LSC begins January 10th, 2021 and it's an 18 month term ending July 1, 2022. See Carmen Juarbe, Burley's clerk for an application. [cjuarbe@cps.edu](mailto:cjuarbe@cps.edu)

### Remote Learning update

It's going well. There were some valuable lessons learned from the Spring (parent/community/survey, reflection and general feedback)

Some major takeaways are the increased synchronous teaching so we adopted the two-week specials schedule, small group instruction, provide remote learning kits and tech for all and established a tech help desk (the ticket system has been much more responsive).

Looking forward to more new instruction and small groups.

Thanks for patience and understanding from all. Everyone is giving 100%, parents, students, staff. We're all in this together. We all need to take deep breaths.

We are working towards supporting the development of independence. We don't want students to get lost but want them to create independence in their learning.

### Preparation for this school year

99% of everything has come through FOB funds. We customized each kit for each individual child and grade. Everything was purchased through FOB; boxes, art kits, STEAM supplies, labels, ziplocks, etc. FOB purchased some new devices. Because Burley's mission and investment is in technology we were able to provide something other schools weren't able to provide. We purchased a lot of power cords and iPad stands and keyboards for 4th - 6th grade. Please take care of them.



There were tech purchases through FOB for the staff. We bought 17 new teacher laptops. Teacher tech packages include; mics, lights, iPad stands, adaptors, headphones, digital subscriptions, neoprene cases, tags for students for when we go to a hybrid model.

FOB has made a HUGE investment, there is no way we could do an ounce of providing if it wasn't for FOB and parent donations. A big thank you. All fundraising goes into remote learning.

School fees will be coming up and it will be \$125/child. Families will be paying through CPS' epay system. These monies go towards staffing costs, supplies, tech, instructional materials, furniture/equipment, contracts (reproductive classes, copiers), staff professional development, extended day pay for our clerk, individual family support. FOB funds cover some of this but can't cover it all. Burley has a minimal budget. We need to reach FOB goals and school fees to maintain and move forward.

Getting ready to roll out DocuSign. It's a secured password protected online signature program/system. Burley is a CPS pilot school for docuSign. DocuSign is not accessible via cell phones.

Curriculum night is September 24

5:30 - 6:00pm opening session (admin, specials teacher and counselor)

6:00 - 6:30pm - session 1

6:30 - 7:00pm - session 2

7th and 8th grade high school meetings

7th grade - October 6 at 6pm

8th grade - October 7 at 6pm

To determine high school placement for this year's 8th graders schools will look at: Highest MAP Scores in Reading and Math from either Spring 2019, Winter 2019/2020 or Winter 2020/2021 and highest final grades from 7th grade or 1st/2nd quarter average (whichever is highest of these two).

Burley will disseminate additional information to each family after these meetings.

Note on November 3 there is no school for students.



Burley will continue to partner with Chicago Women's Health Center for reproductive classes in January for 4th - 8th grade (likely on Wednesdays).

### **Financial Report**

Ms. Plocher had to take a \$100,000 loan from CPS this year as Burley didn't have enough money to have three kindergarten classes at the start of our year. There are 21 classes this year, but our budget only has enough money to cover 20 classes. We don't get any Title I funding because of the low percentage of low income families in the building. We rely almost 100% based on per pupil funding, it doesn't cover staff and benefits so FOB maintains Burley's minimal staffing. 50% of our FOB budget goal breaks us even in paying for staffing, the other 50% purchases technology, materials, etc.

### **Budget transfer request**

There is \$19,906.33 in line 124. Ms. Plocher is requesting:

Bit space - \$2500  
Instructional materials - \$3406.33  
Leadership team - \$8000  
Copier contract - \$6000

Transfer total - \$19,906.33

Laurie Barry motioned to approve the transfer. Amy Walsh seconded. All voted in favor. Transfer was approved.

Burley keeps  $\frac{2}{3}$  of cell phone tower money, Burley receives  $\frac{1}{3}$ .

Burley gets a baseline budget. There were not any additional funds from CPS to Burley for remote learning.

Burley has lost a large number of families - about 75 individual students. Ms. Plocher brought new students in through the lottery - the goal was to match the budget numbers. She did not specify how many students she brought in, but said "it was probably not 75 students."

CPS usually adjusts budgets based on the 10th day budget (how many students are enrolled on the 10th day of school). CPS has not communicated which day they will finalize school enrollments to project per-pupil budgeting.



Burley will have to pay back the \$100,000 loan. Ms. Plocher said she could pay back \$60,000, but would need to find \$40,000 somewhere to pay back the rest of the loan.

### **Chair Report:**

The Chairman proposed these meetings for the rest of the LSC term:

October 21, 2020

November 11, 2020

December 16, 2020

A new Council would be seeded in January and will set up LSC meetings for 2021.

### **Public Comment**

Are the students that moved out of the district potentially coming back next year?

Ms. Plocher said families have moved out of the city, most families have left the district or went to private school. Some will come back next year, but there's no guarantee they'll come back.

Were kids brought in from lottery in K - 2nd grade? Were students brought in off the lottery for the 3rd kindergarten class?

Ms. Plocher said there were about 38 students in each Kindergarten classroom so she had to make a hiring decision. She made staffing changes internally to bring the class size down, but then there was another change in numbers. About two weeks before school when the district announced the hybrid, enrollment changed then when it announced it would be all-remote there was a big unenrollment in Kindergarten especially. So as of today there are 22 in each kindergarten class.

Where are the LSC minutes shared?

Minutes can't be posted until the Council approves them at the next month's meeting then they are posted on Burley's site - as well as the agenda is also posted there.

Is there a record of how many students are receiving meals through CPS?

There are sites distributing food throughout the district. The closest for Burley students was Lane Tech in the Spring. Not every school is a food distribution site. They want to compartmentalize based on need. There are a few schools nearby who distribute. Ms. Plocher thinks Lane Tech, Jahn and Hamilton are closest to Burley that distribute meals daily. About 10 -12 came regularly this Spring. CPS is also sharing meal distribution locations.

What happens when kids are sick and miss some e-learning?



Kids get sick during in-school instruction too. CPS doesn't have the capacity to upload every lesson. We are working on solutions talking about it as a staff. The parent would like Ms. Plocher to share this feedback with CPS.

What is the e-learning grading system?

This will be shared on curriculum night. It is not the same parameters as last Spring. As a district each student will be graded regularly with fidelity, just like taking attendance.

What is happening with the accelerated placement?

Ms. Nash said there hasn't been any new guidance for this year. Last year it was the last three consecutive NWEA scores and IAR tests, but the students didn't take them last year so based on those parameters CPS is likely revisiting expectations and qualifications. The window doesn't open until February so there is some time. This is only available for students in grades 3 - 6. If you accelerate in one subject area, you have to continue the sequence.

Is Burley saving any money because of remote learning (for example not using the crossing guard)

The city funds crossing guards through the alderman so Burley doesn't receive any of that funding. There are not less maintenance fees - if anything there are more fees as we prepare to return to school; increase in hand sanitizers, we have to think about 2 male/2 female bathrooms and how to get each kid to wash hands before they eat and keep sinks 6 feet apart. FOB might need to invest in some portable hand washing stations. The district is piloting hand washing station that are being invented to solve that problem.

Is there any plan to reduce the total amount of screen time the kids will have each day?

A lot of thought has been put into it. There are mandates from the State and CPS requiring a certain amount of synchronous and asynchronous instruction, and as long as those persist, it is difficult to get the kids offline. The school and teachers continue to work on solutions. It can be hard to see what the kids are doing when they are offline. When the kids are online, it's easier for the teachers and staff to engage.

What is the total enrollment this year compared to last year? Have we added or subtracted kids from last year?

Ms. Plocher We are up about 10-15 kids over last year's enrollment, but it is somewhat fluid as families continue to decide whether to stay enrolled.



**Closing of meeting**

**Next Meeting**

Next meeting is Wednesday, October 21 at 6pm.