



**August 5, 2024 9:00 a.m.**  
**Harriet Tubman Elementary**  
**LSC Special Meeting**  
**Annual Organizational Meeting**  
**Held in-person at Tubman Rm 304**  
**MINUTES**

- 1. Call To Order** – Principal or designee  
Principal Hammaker called the meeting to order at 9:14 a.m. She designated Ileana Inserni as acting chair for the beginning of the meeting.
- 2. Roll Call** – Ileana Inserni, temporary chair  
Present: Tonya Hammaker, Principal; Nicholas Hall, teacher representative; Eryn Fleener, teacher representative; Charisse Brooks, staff representative; Ileana Inserni, parent representative; Jessica Ittner, parent representative; Cynthia Chernoff, parent representative; Robert Daigneau, community representative.  
Quorum established.  
Michael Weinstock, parent representative, attended virtually  
Absent: Sarah Ogeto, parent representative; William Beans community representative
- 3. Selection of Temporary Chairperson**  
During her call to order, Principal Hammaker selected Ileana Inserni as temporary chair. (Note: At this point, the Temporary Chairperson presides over the meeting until selection of the *permanent Chairperson*.)
- 4. Approval of Agenda**  
Ileana Inserni moved to approve the agenda. Nicholas Hall seconded the motion. There was no discussion. The motion passed unanimously.
- 5. Nomination and Selection of Chairperson** (Note: At this point, the newly-elected Chairperson presides over the meeting and assumes his/her new duties.)  
Cynthia Chernoff nominated Ileana Inserni, who accepted. Nicholas Hall seconded the motion. There was no discussion. The motion passed unanimously.
- 6. Nomination and Selection of the Secretary** (Note: At this point, the newly-elected Secretary assumes responsibility for taking the minutes of the meeting.)  
Ileana Inserni nominated Cynthia Chernoff, who accepted. Nicholas Hall seconded the motion. There was no discussion. The motion passed unanimously.
- 7. Nomination and Selection of the Vice-Chair**  
The LSC agreed to wait on this selection until we have a full council in attendance.
- 8. Nomination and Selection of FOIA/OMA Officers**  
Ileana Inserni nominated Nicholas Hall, who accepted. Eryn Fleener seconded the motion. There was no discussion. The motion passed unanimously.

**9. Nomination and Selection of Sergeant at Arms**

Ileana Inserni nominated Robert Diagneau, who accepted. Eryn Fleener seconded the motion. There was no discussion. The motion passed unanimously.

**10. Set Regular Meeting Schedule for the School Year 2024-25**

Meetings will be held on the first Wednesday of each month, alternating start times between 3:15 p.m. and 6:00 p.m. The full schedule follows.

September 4, 6:00 p.m.

October 2, 3:15 p.m.

November 6, 6:00 p.m.

December 4, 3:15 p.m.

January 8, 6:00 p.m.

February 5, 3:15 p.m.

March 5, 6:00 p.m.

April 2, 3:15 p.m.

May 7, 6:00 p.m.

June 4, 3:15 p.m.

Special meetings to be called as needed.

Ileana Inserni moved to approve the meeting schedule. Nicholas Hall seconded the motion. There was no discussion. The motion passed unanimously.

**11. Discussion and Establishment of process for filling LSC vacancies**

**1. Student Representative**

The council asked Principal Hammaker to recruit candidates and select nominees.

**2. Parent Representative**

The LSC will promote the vacancy again once school starts and then fill the position at the October meeting.

Ileana Inserni moved to approve the plan for filling the vacant student representative position. Nicholas Hall seconded the motion. There was no discussion. The motion passed unanimously.

Ileana Inserni moved to approve the plan for filling the vacant parent representative position. Nicholas Hall seconded the motion. There was no discussion. The motion passed unanimously.

**12. Adoption of bylaws and meeting norms/rules of order**

**Discussion of Participation by Video or Audio Means for LSC members**

Ileana Inserni moved to amend the bylaws to include the following text to the end of the final paragraph of Article 10 (General Provisions), Section 5 (Presence)

**Section 5. Physical Presence: Telecommunications. (See note below). A quorum of the LSC must be physically present at all meetings for the LSC to formally conduct any business. A majority of the full membership of the LSC constitutes a quorum. Provided a quorum is physically present, as authorized under Section 7 of the Open Meetings Act (5/ILCS 120/7), an LSC member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) personal employment purposes, (3) LSC business, or (4) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the Chairperson in advance of the meeting unless advance notice is impractical. The Chairperson will inform the Principal in order to make appropriate arrangements. The member's participation by video or audio conference must be approved by a majority of**

**the serving members. Video or audio conference must be clearly audible to LSC members and the public in attendance. The meeting minutes shall indicate whether the members of the LSC were physically present for the meeting or present by means of video or audio conference. An LSC member who attends a meeting by audio or video means as provided in this bylaw may participate in all aspects of the meeting including voting.**

Nicholas Hall seconded the motion. There was no discussion. The motion passed unanimously.

### **13. Discussion and Vote to Reestablish Committees**

1. Communication and Engagement
2. Tubman Inclusive Education Supporters (TIES)
3. Budget Committee
4. Continuous Improvement Work Plan (CIWP) Committee

LSC members will be appointed to lead committees at the next meeting.

Ileana Inserni moved to reestablish these four committees. Nicholas Hall seconded the motion. There was no discussion. The motion passed unanimously.

### **14. School Updates – Principal Hammaker**

#### **Budget/Appeals Update**

Principal Hammaker shared an updated organization chart and classroom teacher assignments. Student classroom assignments will be released in August this year and moving forward, so that the assignments are as final as possible.

Our current registered enrollment is 341 students, up from 259.

Appeals are being pursued for:

- \* One additional core teacher (2nd grade)
- \* One additional DL teacher
- \* Three additional SECAS, bringing us to a total of 12 SECAs

The DL placement/hire/assignment is on hold until we know if the appeal is approved.

#### **New recess/lunch schedule**

- \* Last year students expressed a desire to have a dedicated lunchroom.
- \* Students will eat in the front portion of the auditorium, using four tables
- \* Recess for K-5 will be extended 30 minutes.
- \* SECAs, security, and two Right at School employees will cover lunch/recess.
- \* No PE classes are scheduled during lunch so that students can have indoor recess in the gym during winter/inclement weather without disrupting/relocating PE.

#### **Restorative Practices**

- \* Admin and full staff will continue to work with Mosaic on relationship building.
- \* Teachers will receive Responsive Classroom training.
- \* During Week Zero, there will be a PD for restorative practice
- \* In September there will be a PD on leading restorative circles in the classroom.
- \* The Culture and Climate Team will use OSEL restorative practices and specialist
- \* Opening new sensory rooms for MYP and PYP

### **Other**

- \* Offering new test prep class for 8th graders
- \* Implementing new literacy program, Into Reading
- \* OST funding reduced to \$11,000, so after school clubs will be affected
- \* No funding (yet?) for Japanese program

### **School Fees**

Principal Hammaker asked if the LSC was in agreement with \$150 for school fee, used for curricula, classroom supplies, tech supplies. She wondered about having SEL incentives for students be covered in part by this fee.

There was some discussion about equitable use of these funds between MYP and PYP.

The LSC will continue to explore and will vote on this item at the September meeting.

Classroom fees are different. The process for collecting classroom fees should be standardized across all classrooms. This is not an LSC issue and will be addressed with and handed off to FOT and their classroom parent leader.

- 15. Public Participation:** Members of the public are welcome to make comments and ask questions but must **sign in** to participate. The public is called upon to speak in the order they sign-in. The public is kindly requested to limit their comments and questions to **three minutes**. Based on the comments or questions, the principal may address some concerns directly and if necessary, create an action step for the LSC to follow-up with the involved parties at a future date. While the LSC will do its best to address any comments or questions, when necessary, more time may be needed to adequately address a particular concern.

**Charlotte Thorensen:** Thank you to Principal Hammaker and AP Wiley for all their work this summer. The report is amazing and thorough. As a second grade parent, the report makes her really nervous. Charlotte asked, "Who can we bother?" Parents would love to be "thrown into action" to help with the various appeals addressed in the School Update. She asked Ms Hammaker to please let her know who at CPS parents can communicate with, and she will pass on to other parents.

**Principal Hammaker:** The Network Chief is returning today. Ms Hammaker has an email drafted to send as a follow up on the status of her appeals. She wants to talk to the Chief first and catch up with him, and then if needed Principal Hammaker will reach out to Charlotte to "rally the troops."

### **16. Discussion and Vote on FOT Fundraisers (5 minutes)**

Welcome to Charlotte Thorensen as new President of FOT. All the proposed fundraisers are well-established events.

- \* One Dining Out night per month.
- \* Popcorn Fridays. Subscription option is offered; financial aid will be available. Funds go to MYP travel fund.
- \* Basketball league Wednesday nights. Funds go to MYP travel fund.
- \* Fun Run at the beginning of October. FOT will be working with Boosterz, who have managed the event in the past.
- \* Musky Fest. Street festival organized by the neighborhood organization. Volunteers

from Tubman and Burley cover the event entrances, and the two schools split the entry fees 50/50.

Ileana Inserni moved to approve the fundraisers listed above. Nicholas Hall seconded the motion. There was no discussion. The motion passed unanimously.

**17. Next Meeting Date:**

Wednesday, September 4, 6:00 p.m.

**18. Adjourn**

Ileana Inserni moved to approve the agenda. Nicholas Hall seconded the motion. There was no discussion. The motion passed unanimously. The meeting was adjourned at 10:50 a.m.