

Parent Teacher Advisory Committee

November 18, 2020 Meeting Minutes

I. Attendance and Introductions

A. Admin

1. Eric Christianson - Chair of PTAC Committee (Director of Academic Support Programs including student registration and state reporting).
2. Charmaine Hillary - Chair of Discipline Subcommittee, Former Chair of PTAC for the last 3-4 years. (Director of Student Outreach and Safety).
3. Jeremy Duffy - Attorney for the district in the office of the general counsel. Can advise on intricacies of the law, joined the district in February.
4. Nelson Campos - Principal at Miguel Juarez Middle School
5. Tasha London - Chair of Bullying Subcommittee (Crisis intervention and social emotional learning).
6. Ryan Hawkins - Chair of MTSS Subcommittee (MTSS Coordinator servicing all 24 campuses).
7. Carlos Valadez - Student Outreach Manager, assisting with PTAC and behavior/ discipline committee.
8. Benjamin Grimes - District liaison, on PTAC since inception and also on the bullying committee.
9. Maria Camacho - District language liaison.

B. Teachers

1. Katie Bittner - External specialist with Diverse Learners at Jefferson, Lyon and Glenwood.
2. Andrew Friedlieb - Teachers Union President, 3rd year on PTAC. Pk-12.
3. Margot Gillin - Teacher, on this committee for 15-20 years.
4. Sean Godvik - Teaching orchestra at Webster for 12 years, joined PTAC last year.
5. Laurie Haibeck - Social worker starting her 21st year, first year on PTAC.
6. Paul Hengels - New to PTAC. Theatre, humanities and sometimes English teacher at the high school level. Also part of the PBIS committee.
7. Christina Musika - Teach 8th grade math at Juarez, in the district over 10 years. On the discipline plan committee and a union rep.

C. Community Members

1. Brotha Blanks - Mentor in the school district and a part of PTAC for a few years. Worked with Dr. Hillary in disciplinary matters for a while and always looking for the best ways to service students.

D. Board Members

1. Lucy Leguizamo - Board member since April 2019. PTAC since January 2020.

- II. Review Purpose and Expectations of Committee (Christianson)
 - A. We're asking everyone to help recruit parents. Eric will work with FACE and reach out to parents that were on the committee last year.
 - B. This committee did a lot of great work last year including updating the Parent/ Student Discipline Handbook and creating the new student appearance policy. [Remainder of 19-20 Accomplishments slide.]
 - C. [Purpose of Committee Slide]
 - D. The plan for this year is for the PTAC committee to oversee the work done within the subcommittees. The group will delegate tasks, review the work done and pull together a strong cohesive voice from that work to present to the board and administration. Each member will be a part of one subcommittee but the subcommittees might also have members pulled in that are not a part of PTAC as a whole.

- III. Sub-Committee Reports
 - A. Bullying (London)
 - 1. Bullying committee meets the first Tuesday of every month at 2PM via zoom. December 1st at 2PM is the next meeting. Bullying subcommittee is working on updating language to make more sense to parents and recognize cyber bullying. Also working on promoting positive behavior and working with the PBIS committee because of the many overlaps between their efforts. They discuss bullying versus harassment and how best to inform students, parents and teachers.
 - B. MTSS (Hawkins)
 - 1. Work together cohesively with the bullying committee. They have independent agendas but they do often overlap so it's nice to save people from going to two different meetings. They range 15-45 minutes generally. Looking at what they can do differently to close certain gaps in behaviors.
 - C. Behavior and Discipline (Hillary)
 - 1. The behavior and discipline subcommittee meets the ~~third Thursday~~ second Thursday of the month at 5PM, the next meeting is December ~~17th~~ 10th. Outreach PLC is from 4-5 on the same day so if anyone would like to join that as well they're welcome.
 - 2. Led by Dr. Hillary and Mr. Valadez. The office of student outreach also has some compliance and monitoring responsibilities around behavior and discipline so the topic needs attention. Eric provides reports allowing student outreach to focus on where the work needs to be done.
 - 3. Behavior is what a student may or may not do and discipline is what the consequence may or may not be so those terms are not interchangeable. [Behavior and discipline definitions from Dr. Hillary's slides]. This committee requires a little homework and some effort to reach the level of understanding needed. SB 100 and school codes put forth the mandates about how and why we discipline including the framework around who is disciplined and the messages that are sent with that.

4. We've discussed updating the handbook on a bi-annual basis instead of annually with the exception of when new legislation is added. Making it easy to read, easy to look through, usable and friendly to parents and staff alike. The handbook is uploaded to each student's chromebook reducing the amount of paper used. The handbook is also available on the district website and the parent portal. Language was relaxed to make it more understandable. Looking for this subcommittee to help with topics for the monthly PLC. Looking at trends and practices in discipline data. This led to finding that African American students (between 14-16% of students) are bearing closer to 90% of discipline so that's a glaring disproportionality that we are working on addressing. This subcommittee has the responsibility of knowing what's going on and putting in place supports for that. The big goal of the subcommittee is to come up with things that are not as punitive as they have been in past practice. How can we treat students differently and honor students' differences proactively and on a social emotional level. ASIA (Administrator Student InterAction) is the very lowest level of discipline and we want to keep it there but there are times it goes past that. Under my leadership expulsions have dropped almost 100% because we worked very hard to make sure students were only recommended for expulsion with expulsion level incidents and looking at alternatives to expulsion. We're always looking for ways to keep students in school and give them opportunities to do better.

IV. Old Business

V. New Business

A. By-Laws / Norms / Procedures

1. Standard Meeting Time
2. By-Laws were last amended in December 2019, Eric will send everyone the link to the PTAC website where the by-laws can be found. Talks about having training for the open meetings act, Eric is looking into that and will let everyone know. Dr. Hillary, Katie and Margot said that they have been trained on the open meetings act already. Eric will lead the meetings and the exec committee will be Dr. Hillary, Tasha and Ryan. If Eric can't lead the meeting one of them will. Subcommittees will report back to PTAC. Kimber can take minutes and notes at PTAC meetings and therefore fill those particular roles of the secretary but we will discuss having a member of the committee act as secretary.
3. There will be a vote on items that will go before the board. Those will be shared with the whole committee and then voted on by the whole committee. We'll always work towards consensus.
4. There will be an agenda prepared before each meeting and shared with everyone.

5. No major problems reported with the first Wednesday of each month at 6:00PM for the meeting. Will be held virtually and when school is back in session the meetings will be at the Welcome Center. There will also be an in between phase where we have socially distanced meetings at the Welcome Center with the option to join virtually. There will be Spanish translation available at every meeting.
 6. Behavior and Discipline changed to the 2nd Thursday of every month at 5:00PM so they're ahead of PTAC instead of behind. The next one is on the 10th of December.
- B. Items for future discussion (10 minutes)
1. Implementing Student Appearance Policy upon return to in-person learning.
 2. Addressing and supporting students' non-compliance with health and safety mandates.
 3. Paul Hengels - Curious about electronics communication policy, particularly during this time but also in general. Some guidance about which electronic communication platforms we utilize.
 4. Lucy Leguizamo - SROs. The committee had started before and I didn't see it in the subcommittees but that's definitely a hot discussion. There have been a few meetings at the Board level in relation to the SRO and a review of the MOUs. PTAC is supposed to review the MOU with the police department so I'd like to see that on the discussion here.
 5. Lucy Leguizamo - Bus safety procedures, protocols or discipline like restraints etc. now that our drivers are trained in CPI holds etc.
 6. Andy Friedlieb - In the return to hybrid, policies and procedures that will make sense for the health and safety of everyone involved. Social distancing, mask use etc.
 7. Nelson Campos - Around February/ March we talked about restorative practices and I'd like to discuss expanding that further as a committee.
 8. Brotha Blanks - Would like a status update about SROs. It's been discussed by the Board but no action has been taken. Dr. Hillary has it on her radar and there was a survey sent to parents at some point to gauge their opinion. Sergeant Zupec offered a lot of information so we know that we can call upon him for discussions. Especially considering the recent incident where a Waukegan police officer shot and killed a former student and shot and injured a student that Student Outreach placed at AOEC, it's something that needs to be discussed for our community so we will be doing that.
 9. Lucy Leguizamo - Anthony McIntyre usually attends these as well and he was worried about reciprocal reporting with WPD. There's a concern that once a student is listed as a gang member they stay on that list for life because it's never purged.

- VI. Next meeting will be Wednesday, December 16th. The recording of this meeting will be available for others and you can see it from the Google Calendar. Not sure if this will be posted to the website but will be sent out to anyone interested in learning about PTAC.
- VII. Katie wants to know if it's any parent at all that's interested. Eric doesn't want to limit the number of parents so we should try to get as many as possible. Katie would like Eric to send out a little blurb that can be shared with parents, he will do so.
- VIII. Nelson wants to know if the links for subcommittee meetings will be shared with everyone. Eric will send the invites out to subcommittee members after the chairs share the calendar events with him.
- IX. Lucy - we have interpretation in Spanish already, will the slides be translated as well?
Yes. Eric will get them over to that department to have them translated.