Sauganash Elementary School
2019 - 2020 Initiative

Initiative: Capital Expansion

Goal: Achieve capital expansion to increase school footprint to reduce overcrowding in classrooms

- Provide 12 additional classrooms for 3 classrooms per grade, 2 SpEd room restored and Specials (Art/Music/Technology/STEM
- Expand gym to meet the student body population
- Prepare for mandated Universal Preschool for All space requirements 3 classrooms

Rationale:

- 124% capacity with a trend to grow
- Maximize space
- 16 out of 20 Homerooms are overcrowded (30-40 students)
- Specials on cart (1 out of 5 as of today)
- Safety issues with instructions in hallways, stairwells and storage closets

Strategy:

- Bring awareness to the CPS Board of Education of our overcrowding and need for expansion
- Work with CPS Capital Department and Demographics to push internally
- Gain support from public officials and community organizations to advocate
- Awareness campaign for parents

Tactics:

- Speak at monthly Board of Education (BOE) meetings to plead case for expansion
    - Need elected officials, LSC members, school administrators, parents and community members to volunteer to speak and/or observe
- Attend BOE Office hours to gain insights or follow-ups from our case (Principal and/or LSC member)
- Develop support from community with letters of support
- Follow-up according to actions from BOE or continue on if no action
- Secondary Option if capital expansion is not an option: lease or purchase nearby commercial space for an off-campus solution

Sauganash Elementary School
2019 - 2020 Initiative: Capital Expansion
September Workplan

Team: Chris Munns, Sean Kennedy and Christina Tassone				
Category	**Action Items**	**Owner**	**Due Date**	**Status**
Participation	Create sign-up speaker volunteer form	C. Tassone	9.11.19	completed
Participation	Call for action: Curriculum Night slide	C. Munns	9.12.19	completed
Participation	Call for action to sign-up: Weekly Newsletter	S. Kennedy	9.12.19	completed
BOE Sep Mtg	Confirm Alderman Nugent to speak Topic: SBB Funding vs. Quota Positions	C. Munns	9.13.19	completed
BOE Sep Mtg	Handout: Pictures of school overcrowding issues in booklet with explanation captions	S. Kennedy	9.24.19	completed
	Handout: Floor Plans	C. Tassone	9.24.19	completed
	Handout: Introduction	All	9.24.19	completed
	Handout: Our Ask (call to action)	All	9.24.19	completed
BOE Sep Mtg	Talking Points (123% capacity, expansion pitch, safety)	C. Munns	9.18.19	completed
BOE Sep Mtg	2 minute script for speaker	C. Tassone	9.23.19	completed
BOE Sep Mtg	Confirm speaker and observer	C. Munns	9.18.2019	completed
BOE Sep Mtg	Monday sign-up (10:30 am sharp)	C. Munns	9.23.19	completed
LSC Mtg	LSC review of plan and script	LSC	9.23.19	completed
LSC Mtg	LSC meeting: present plan to public	LSC	9.23.19	completed
BOE Sep Mtg	Handout (12): handout, script	Vicky	9.25.19	completed
BOE Sep Mtg	**CPS Board of Education Meeting** ● **Speaker: Christina Tassone (LSC Parent Rep)** ● **Observer: Chris Munns, Marykey Hagarty (LSC Parent Rep) and Laura Honda (Parent)** ● **Alderman Nugent**		**9.25.19**	**completed**
BOE Sep Mtg	Record the Live Stream for communication	S. Kennedy	9.25.19	completed
BOE Office Hrs	Sign-up for Office Hours	C.Munns	9.23.2019	completed
Follow-up	Chris Munns discussion with Jimmy Dispensa	C. Munns	9.25.2019	completed
Follow-up	Communication plan: Weekly Newsletter	S. Kennedy	9.27.2019	completed
Follow-up	upload Sep BOE Script, Handouts, videos on LSC Section	T. Court	10.10.19	completed

Sauganash Elementary School
2019 - 2020 Initiative: Capital Expansion
October Core Team Mtg: Agenda
Thursday, October 10, 2019 6:30 - 8:30 pm

Team:
Christina Tassone (Lead - LSC), Principal Munns (Administration), Chris Schumer (LSC Parent Rep), Kristin Burns (Parent) and Sarah Datz (Parent), Teri Court (Staff), Carol Steele (Staff) & Angie Cantillon (LSC Community Rep)

1. *Welcome & Introductions (grab dinner)*	*(10 mins)*
2. *Capital Expansion Initiative Goal, Strategy, Tactics*	*(15 mins)*
3. *September Capital Expansion Activities*	*(20 mins)*
Break	*(10 mins)*
4. *October Workplan*	*(40 mins)*
5. *Future strategies*	*(10 mins)*
6. *Cadence of meetings and format*	*(10 mins)*

Sauganash Elementary School
2019 - 2020 Initiative: Capital Expansion
October Workplan

Team:				
Category	**Action Items**	**Owner**	**Due Date**	**Status**
BOE Office Hrs	Attend Office Hours Oct. Munns met with Lucino Sotelo CPS Board Member	C.Munns	10.10.19	completed
Team Mtg	Confirm Initiative Core Team & send invite	C. Tassone	10.5.19	completed
Team Mtg	Core Team October Meeting Agenda	C. Tassone	10.6.19	completed
Team Mtg	Core Team October Meeting	Team	10.9.19	completed
BOE Prep	Confirm October Meeting speaker & observers	C. Schumer	10.15.19	completed
BOE Prep	Prep call with speakers	C. Schumer	10.21.19	Postponed
BOE Oct Mtg	Handout: Slide #1 (Sauganash demographics & diversity (racial, religious, socio-economic)	Angie C.	10.18.19	completed
BOE Oct Mtg	Handout: Slide #2 (Sauganash diversity in languages) - picture reflecting diversity	C. Tassone S. Kennedy	10.18.19	completed
BOE Oct Mtg	Handout: Slide #3 (# of students increase YOY)	C. Tassone	10.18.19	completed
BOE Oct Mtg	Handout: Slide #4 (overcrowding outlook - +6%)	C. Tassone	10.18.19	completed
BOE Oct Mtg	Handout: Slide #5 (overcrowding outlook - +6%)	C. Tassone	10.18.19	completed
	- research amenities in schools (Tech, STEM, library, art, auditorium, gym, etc..)	C. Steele	10.21.19	
BOE Oct Mtg	Handout: Intro & call to action (from last month's)	C. Tassone	10.21.19	completed
BOE Oct Mtg	2 minute script for LSC speaker	C. Tassone	10.21.19	
BOE Oct Mtg	Monday sign-up (10:30 am sharp) for speakers	C. Munns	10.21.19	Postponed
LSC Mtg	LSC Report	C. Tassone	10.21.19	Postponed
BOE Oct Mtg	Handout (12): handout, script	Ms. Vickie	10.23.19	
BOE Oct Mtg	**CPS Board of Education Meeting** ● **3 Speakers: MaryKay Hagerty (LSC Parent), Lisa Bakker (Parent) & Ramona Mateiu (Parent)** ● **Observer: Chris Munns, Sean Kennedy, Carol Steele, Laura Honda (Parent), Konstantinos Arfanakis (Parent), Stephen Couper (Parent), Thomas Vance (Parent), Tracy Mayer (Parent) Talia Pim (Parent)**		**10.23.19**	
BOE Oct Mtg	Record the Live Stream for communication	S. Kennedy	10.23.19	
BOE Oct Mtg	Upload Sep BOE Script, Handouts, videos on LSC area	T. Court	10.25.19	
BOE Follow-up	Meeting w/Capital	C. Munns		
Communication	Internal communication plan (parent & staff focused) - see separate doc	K. Burns		
Communication	External communication plan (community & media) - see separate doc	S. Datz Angie C.		

BOE Nov Mtg	Safety - Battalion chief willing to speak	K. Burns		
Outreach	State Senator - send email for school visit	C. Schumer		

Board of Education Monthly Meeting Attendees

BOE Meeting Date	Speaker(s)	Observer(s)
September 25, 2019	Samatha Nugent (Alderman) Christina Tassone (LSC)	● Christine Munns (Principal) ● MaryKay Hagerty (LSC) ● Laura Honda (Parent)
October 23, 2019	MaryKay Hagerty (LSC) Lisa Bakker (Parent) Ramona Mateiu (Parent)	● Chris Munns (Principal) ● Stephen Couper (Parent) ● Thomas Vance (Parent) ● Laura Honda (Parent) ● Konstantinos Arfanakis (Parent) ● Tracy Mayer (Parent) ● Talia Pim (Parent)
November 20, 2019	Christina Tassone (LSC) Konstantinos Arfanakis (Parent) Samantha Nugent (Alderman)	● Chris Munns (Principal) ● Thomas Vance (Parent) ● Laura Honda (Parent) ● Tracy Mayer (Parent)
December 18, 2019	xxx (LSC)	Thomas Vance (Parent) Konstantinos Arfanakis (Parent)
January 22, 2020	Lisa Bakker (Parent)	Thomas Vance (Parent) Laura Honda (Parent)
February 26, 2020		Laura Honda (Parent)
March 25, 2020		Laura Honda (Parent)
April 22, 2020		Thomas Vance (Parent)
May 27, 2020		Thomas Vance (Parent)

Board of Education Office Hours and follow-up (Administrator with LSC Member)

October 2019	Chris Munns met with Sotelo Lucino discussed Addition & School Budget (SBB vs. BRACS-Teacher Position Quota Formula)
November xx, 2019	
December xx, 2019	