P.S. 100

2951 West 3rd Street

Brooklyn, NY 11224

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**SCHOOL LEADERSHIP TEAM MEETING**

**September 21, 2018**

**7:00-8:00 AM**

In attendance at this morning’s meeting:

Chiara Spagnolo Principal

Joanne Bullaro Teacher/UFT Chairperson

Laurie Kominsky Teacher/SLT Recording Secretary

Tatum Metellus Teacher/SLT Chairperson

Brooke Fariello Teacher/SLT Financial Liaison

Elena Fallon Teacher

Nancy Schwartz UFT Para Rep

Maria Teitler Parent

Irene Tsepelman Parent/PTA President

Sandra Tokar-Marhese Parent

* Ms. Spagnolo welcomed all to this year’s School Leadership Team. Introductions were made.
* CEC Meeting will be held on September 26, 2018 at 6pm at IS 228.
* SLT Training will take place on October 24, 2018 from 4:30-6:30 at IS 228. This can be counted toward the 30 SLT hours.
* Roles and Responsibilities were discussed. We will need a new SLT Chairperson since Ms. Brenner retired in June. Please review the SLT Roles and Responsibilities packet. These roles are governed by the chancellor’s regulations and the SLT by-laws.
* Since only 3 parents attended today’s meeting, PTA will work on getting more parents to join.
* CEP Goals: The goals are aligned with school budget based on superintendent’s recommendation. Principals write goals based on testing data, surveys, soft data, and Advance data.
* Ms. Spagnolo will keep a binder in the main office which will include the Roles and Responsibilities, minutes, and any other information necessary.
* Meetings will be held on the third Friday (usually) of each month from 7 am-8 am. The dates for the 2018-2019 school year are as follows: September 21, 2018, October 19, 2018, November 9, 2018, December 14, 2018, January 18, 2019, February 15, 2019, March 22, 2019, April 12, 2019, May 17, 2019, June 7, 2019, and June 14, 2019.
* Another handout that was reviewed was the Budget Allocation/Organization Sheet from Galaxy. We are expecting more money after October 31 when they do the student register adjustment. Register projections have to be in by April/May and then the snapshot of actual register is taken on October 31. We currently have 845 students on the register, however, there are about 10-15 students who have not shown up yet and have not officially been discharged.
* Our first grade is overcrowded and since we have enough overflow for another class, a new first grade class will be set up. Ms. Fallon/Ms. Livshits 2nd grade class will move up to room 412 and the new first grade class will be in 303. STEM/Media cluster position will travel.
* Nominations and voting took place for SLT positions. Ms. Tatum Metellus will be our new SLT Chairperson, Ms. Brooke Fariello will be the Financial Liaison, and Ms. Laurie Kominsky will remain as Recording Secretary.
* Ms. Spagnolo will give all SLT members access to the CEP Goals online through iportal.
* Next meeting we will discuss CEP goals for this year.
* Through Teacher’s Circular 6 period, a Grant Writing Committee has been formed. Parents can contribute and collaborate with ideas for grants to raise money for PS 100.

Respectfully submitted,

Laurie Kominsky