|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | The Fairview School Public School 14, Queens107-01 Otis Avenue, Corona, New York, 11368Telephone: (718) 699-6071 Fax: (718) 699-3224 |  |  |
|  |  |  |  |  |
| ANNEX SITE: 89-11 43 Avenue, Elmhurst, New York 11373 Telephone: (718) 397-1077 Fax: (929) 666-5809  |

**Ms. Heather Benson, Principal**

 **Dr. Janine Chatterton Mrs. Danielle Tweedy Mr. Kalosh Dalipi Mr. Peter Cantalupo**

**Asst. Principal, Annex Asst. Principal Asst. Principal Asst. Principal**

**School Leadership Team Meeting Agenda**

**December 12, 2019**

**2:45 PM – 5:45 PM**

1. Call to Order:
	* Members, please sign in.
2. Reading and Approval of November 7th, 2019, Meeting Minutes
	* Ms. Bibiloni, SLT Secretary
3. Unfinished Business:
* Attendance Update: Last year 249 students had worse than a 90% attendance rate. This year we have 66 students considered long term absence. We have gone from 16% to around 5% LTA’s. When students end up on the list for the first time, a letter goes home. If student has more absences, another letter goes home. If the number of absences stays the same, no more letters go home. This past Monday was 92% attendance due to rain. An announcement was made the next day to encourage students to come to school regardless of the weather. If any child is absent, there is an automatic phone call home. Mrs. Benson hypothesizes a correlation between increased attendance and less incidences in O.R.S. Other factors may be increased
* Clubs Update: 10 clubs. Academic in nature, encouraging productive struggle.
* ELL Update; Saturday school and students not receiving services: Every child is being covered except for one child who needs 3 more periods. The child will be covered when Mr. Flynn returns. Ms. Choudhury will cover his periods until he returns. Saturday school invited went home to lowest level ELL’s. There will be 5 or 6 classes.
1. New Business:
* Instructional Leadership Framework Budget: Training for staff. We received a budget specifically for this training. Right now this money is being used for a teacher’s salary. According to Mrs. Benson, this is tax levy money, which can be used for per session or to pay a teacher’s salary.
* Share box/basket: Ms. Bibiloni & Ms. Webb will ask our Recycling Champions coordinator where we are with having a “share box” in the cafeteria. Ms. Hammer is concerned this will add to food being dropped in the stairwell.
* January 31st, parents will have International Night, PA fundraiser. Max 450 people. Local restaurants as well as teachers and parents will donate food.
1. Creation of Agenda for Next Meeting, January 9th:

 • Attendance Update

 • ILF and the PD Survey

 •

1. Adjournment
2. Executive Session