

**Meeting Minutes**  
**School Leadership Team (SLT) Meeting**  
**May 27, 2020 at 3:00PM via Zoom**

**Members in attendance:** J. Fama, D. Kim, R. King, S. Lind, D. Mastriano, S. Pappas, D. Peterman, K. Ruffler, K. Savov, S. Stern, M. Storms

**Members absent:** E. McHale

**I. Call to Order**

- The meeting was called to order at 3:10pm.

**II. Review of Minutes**

- The minutes of the April meeting were reviewed and approved with edits.

**III. Principal Update**

- SLT webinar training yesterday mentioned the galaxy budget which has not been put out yet. Last year the budget came out at the end of July / early August, so it may not be until then.
- SLT remuneration forms were discussed – they need to be updated and completed and returned to Ms. Mastriano.
- A staff meeting will be held tomorrow and the new grading policy will be discussed (Meets Standards or Needs Improvement for each subject, with year end teacher comments).

**IV. Draft CEP for 2020-2021**

- DOE still wants SLTs to move forward with creating a CEP for next year.
- CEP draft is available in a Google document for all to review for next year. June 30 is the due date.
- As we all know, every year we are required to have an ELA and Math goal, as well as a goal within the Supportive Environment section (last year we chose Collaborative and Trusting Relationships.)
- At the April SLT meeting, we decided to choose Physical and Mental Wellness as the goal for the Supportive Environment section due to COVID-19. The draft CEP incorporates the changes that have taken place in the school due to the pandemic.
- The Math and ELA goals are set to be the same as last year, due to the fact that we do not have NYS testing data from this year to revise those goals. Some additional goals were added to the Math and ELA sections regarding using technology and online learning.
- The Physical and Mental Wellness section was shared and reviewed in detail. Goals must be specific and measurable. Discussion of what the initial measurement will be – how will we measure stress and well-being of the entire community, and the support that teachers, staff, families, and students will need? Perhaps we could survey various parties at various points of the year. The results will be different for families who are directly affected by the pandemic, and all of this will be affected by how the pandemic will impact us in the fall and winter. We will need to be flexible and adaptable.

- Discussion of the DOE survey which opened in March just as we closed, and what percentage of families likely completed it, and whether those results will be helpful to us.
- Discussion of conducting an initial survey of the PS 166 community
  - i. When should such a survey be conducted, knowing that the results could help inform teacher and administration planning for fall – probably June is best.
  - ii. Need for separate surveys for parents, students, teachers.
  - iii. How did remote learning work, what anxieties are there for returning to school in the fall, what needs do you / your children have?
  - iv. Recommendation to provide one survey per child, not per family, as different children have had very different experiences.
  - v. Use the Supportive Environment survey as a starting point.
  - vi. Decision to schedule a separate meeting about the survey and work on the survey questions via a Google Doc before the next meeting.
- Physical and Mental Wellness section – review of student needs, objectives, action items.
- Discussion of adding digital citizenship and Internet etiquette lessons for all students as an objective, as well as training for teachers on these topics. There is a need for a more fully developed digital communications policy, given that the whole virtual learning situation developed so quickly without some of these guidelines in place.
  - i. Discussion of how best to use Wellness Wednesdays for helping to support some of these objectives about digital citizenship.
  - ii. The DOE also has a digital citizenship curriculum we can use and adapt.
  - iii. How do we address these issues in the school and how do we transfer those practices to the virtual classroom (ie: if we held an assembly in school, we can still hold a virtual assembly during this remote learning time, discussing various topics with students during daily Morning Meeting can continue virtually.)
  - iv. Perhaps there is a need for additional parent workshops as well, during this virtual learning time, to set the foundation of how the school is partnering with parents. Key point for Curriculum Night in September.
- Discussion of how to incorporate what students are experiencing with the pandemic into the curriculum, with a focus on social emotional well-being of students.
- Discussion of how to apply for and secure grants to fund programs or applications that may be needed or programs/application which may no longer be free after the free period ends in June. Many grants programs are no longer available during this time due to worsening economic conditions.

## **V. Adjournment**

- The meeting ended at 4:30pm.

Respectfully submitted,

Erin McHale  
Secretary