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|  |  | The Fairview School Public School 14, Queens 107-01 Otis Avenue, Corona, New York, 11368  Telephone: (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 Minutes**

**January 9, 2020**

**2:45 PM – 5:45 PM**

1. Call to Order:
   * Members, please sign in.
2. Reading and Approval of December 12, 2019, Meeting Minutes
   * Ms. Bibiloni, SLT Secretary
3. Unfinished Business:

* Attendance Update: December data is better than it was last year. We are a half a point up from last year.
* ILF and PD Survey:

•PD Survey went out to staff. Teachers asked for Envisions, Amplify, ESL, and NYSESLAT format. Next steps: Teachers will fill out a form to chose an affinity group for the 3 sessions in between the last PD cycle and the next cycle on discourse. This work can continue during PLC’s. Lower grades would like to work on phonics. Ms. Hammer inquired about special education PD such as IEP writing. She suggested this as a beginning of the year PD as well. Ms. Russo reached out to Ms. Terri and Ms. Lauro to see what the K needs for PD.

•ILF- Feb 24th 9 week investigation will begin to link the 4 ILF documents relate to the upcoming PD cycle we are engaging in. Weekly ILF meetings are mandatory. There are 15 min webinars about ILF on WeTeachNYC. May 4th, 11th, and 18th Shivani can do a workshop on cultural awareness. Ms. Russo suggested jigsawing the 15 webinars or doing a splash sheet.

1. New Business:

* Budget- We get money per child enrolled. The money has been allocated. October 31st is BEDS day. That is when the state picks up our registration in order to allocate a budget. If a student registers after that day, we do not receive funding for that child. ELA/Math money usually arrives around this time of year. If we get it, it can go to early bird. Parents would like to have early bird, but, feel that Saturday school is equally as important. A teacher is retiring at the end of January. This will fund early bird. Ms. Fabricant’s salary was used to pay back the reserve we knew we would have to pay back due to a drop in the student population.
* Saturday program will start a week from Saturday for NYSESLAT test prep. 100 invitations went out. About 20 have responded so far.
* Instructional Cabinet Update- This relates to the Early bird update.
* Early Bird Test Prep Program- See budget notes.

1. Creation of Agenda for Next Meeting

•Early Bird and Saturday School Update

•Attendance update

1. Adjournment
2. Executive Session