

School Leadership Team Minutes

Thursday, January 19, 2017

4:30-6:30pm

Members Present:

Staff: Ms. Burg, Ms. Ocampo, Ms. Rejalaga, and Mr. Schimenz

Parents: Ms. Nicolovienis, Ms. Goodluck, Ms. Carroscio, Ms. Restrepo

Students: Luis Chango, Ngawang Dawa, Maricarmen Ramirez, and Jessica Leon Lopez

Observers Present: Ms. McCoy

Student: No student observers

Mr. Schimenz, SLT chairman, called the meeting to order at 4:30 and introduced the first item on the agenda, the approval of the December minutes. He stated that because of a clarifying email from the DOE, we have to formally approve the minutes and make sure that monthly minutes are on file and on the school website because they are public documents.

Mr. Schimenz reminded members that the next SLT meeting will be February 16, from 4:30-6:30pm. By consensus, the SLT members scheduled meetings for March through June as follows:

- Thursday, March 9, 4:30-6:30
- Thursday, April 27, 4:30-6:30
- Thursday, May 18, 4:30-6:30
- Tuesday, June 6, 4:30-6:30

The next item on the agenda is the lateness policy statistics. Lateness has dropped since the new lateness policy has been enacted, but after initially dropping, the decline in latenesses has leveled off.

- Ms. Rejalaga suggested giving a survey to see why the students are late and to see how they can be persuaded to come in on time.
- Mr. Schimenz said that he believes at least some of it has to do with the students purchasing breakfast prior to getting into the building.
- Ms. Ocampo said that she would like to see Octobers statistics to make a proper comparison.

Mr. Schimenz distributed the school newspaper

Student Concerns

Last month, Jessica said that her English class, period 6 in room 301, is short two desks. Ms. Burg said that she asked Mr. Alikakos to have two desks added to that room. Jessica said that they are still short desks.

- Ms. Burg said she would double check that there are enough desks for every student in that class.

It was reported in the last meeting that there is a missing door on one of the stalls in the girls' bathroom on the first floor.

- Ms. Burg said that this was fixed and Maricarmen attested to it.

Teacher Concerns

Students are being given school keys and access to use first floor staff bathrooms. This means we have no key security for the office doors on the first floor. Have any keys gone missing? Is

this being monitored? What happens when students walk into the bathroom if staff members are using it?

- Ms. Burg said that generally, she and Mr. Alikakos loan keys to students, know who they give their keys to, and that they get them back in a timely fashion. They do this because of the unsanitary conditions of the student bathrooms. Ms. Ocampo added that some students need separate bathrooms for other issues. Ms. Burg said that she does not think that there ever has been an issue other than the students using the “Women” bathroom alongside the auditorium instead of the “Girls” bathroom and she addressed this issue with the students and specified to the students which bathroom they should be using.
- Ms. Ocampo said that she asked Ms. Martinez to put a sign on the “Women” bathroom to indicate that it is to be used by “Staff Only.”
- Ms. Rejalaga asked if the students were using the single bathroom by the entrance of the building because sometimes it smells like cigarettes or marijuana. Ms. Ocampo said that it could be seeping in from the “Girls” bathroom. Ms. Burg said that the next time that occurs to let her know.

Teachers would like to know why they are asked to sign permission slips. Is the student asking for permission from his/her teachers to go on the trip? Some teachers do not allow students to go on trips because they are late to their class, or find them “annoying,” and punish them by not signing the slip. Is the permission slip more a courtesy notification to the teacher?

- Ms. Burg said that when teachers are torn between whether or not a student should attend a trip that it must be all of their teachers as a whole for a student to not be able to attend. However, we should teach the students behavioral expectations and try to instill these behaviors into the students using positive reinforcement.
- Ms. McCoy asked what the teacher means by annoying. Ms. Burg said that every person has different tolerance levels.
- Ms. Burg said that we will eliminate the individual teacher sign off and instead provide an excel file for the teacher to ensure that the student did indeed attend the trip.
- Ms. Rejalaga stated that some teachers feel that some students are a liability on trips and so do not want certain students to attend. Ms. Burg said it is up to the assistant principals/directors whether or not students should attend an SLC trip. If the APs/directors do believe that a student in question should attend, then they should take responsibility for that student.

Ms. Rejalaga asked whether or not we have toner in the building to be replaced in the copy machines until September.

- Ms. Burg said that Staples has lost its contract with the DOE so we are not able to purchase any office supplies until further notice.
- Mr. Gallagher’s photocopy machine’s contract is up. A new company has been given the contract and a new machine has been ordered. Until the new machine comes in, if anything happens to the current copy machine, there won’t be a machine in 355. The machine can come in today, next week, next month.... We don’t pay for toner in any of the copy machines because they are leased, but right now we must be careful.

Ms. Rejalaga said that numerous SMART Boards are still broken, that is, they project but the markers do not work on the board.

- Ms. Burg suggested putting in a ticket to the Tech Squad to have Ms. Zagada look into it.

Parent Concerns

Ms. Nicolovienis received a phone call from the school but no message was left. This concerned her.

- Mr. Schimenz and Ms. Burg said that they would ask the teachers to leave a message to put parents at ease.

A parent was wondering if Health classes could be moved to the earlier grades, as they have fewer classes and this can alleviate some of the pressure of senior year.

- Ms. Ocampo said that this already is happening but it started with the recent cohort of students.

Old Business

Unsanitary conditions and the general lack of timely repairs.

- Ms. Burg said that she gave the custodians a poor rating on the cleanliness of the building. Ms. Holland came to see her and Ms. Burg explained that on a monthly basis the students and teachers give massive complaints. Ms. Holland did express that partially it is up to the students and Ms. Burg said that partially it is up to her. They are trying to come to that balance. Mr. Derick Kurnz has taken over as plant manager and came in to inspect the building. He was made aware about the water fountains and he said that he will put in a work order for them to be repaired. The DOE just fixed a roof unit to stabilize the heating system in the building. The system has been malfunctioning for years.
- Mr. Schimenz said that we will invite Mrs. Holland to the February SLT meeting. He added that some problems, such as the sinks in the cosmetology room, can be easily fixed.
 - Ms. Burg said that union issues hold back some of the repairs and that Mrs. Holland can also say that she does not have money in the budget to make the repairs.
 - Ms. Burg said that Mrs. Holland said that she put a custodian in place to clean the bathrooms and restock the bathrooms in the middle of the day.
 - Students said that the second floor bathrooms are still closed during lunch periods
 - Ms. Burg said that she will continue to work on this issue.

Ms. Burg will be meeting with the coaches on Friday, January 20, at 2:15 pm to discuss their roles and grade changes for sports, an issue that was brought up in December.

The meeting was adjourned at 6:30 pm.