

School Leadership Team Minutes

Thursday, November 15, 2016

4:30-6:30pm

Members Present:

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

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

Students: Juan Alarca, Jessica Leon Lopez, Andy Moran, Vatsal Patel, Maricarmen Ramirez, Elijah Rosario

Observers Present:

None

Mr. Schimenz called the meeting to order at 4:40 and addressed the single main agenda item, mandated SLT policies.

There are several recent policy revisions and reminders for SLTs:

- SLT meetings are now mandated as open meetings, as a result of a court decision. This has no impact on us as we have conducted open meetings for the past decade.
- We are only allowed to provide food for meetings of two or more hours. Further, we are only allowed to purchase food for SLT members, not observers, and there is a \$10/person cap on the expenditure. From this point forward, no food will be provided for SLT meetings that precede Parent Association meetings because they are scheduled for 1.5 hours. Mr. Schimenz said that he will provide bottled water for each meeting to allow the funds to purchase food. Rather than telling observers that they cannot eat, all meeting attendees will be reminded of the policy and asked to consider others when taking food. This was agreed to by consensus of the members.
- Minutes of SLT meetings are public documents. Several years ago, Mr. MacDonald suggested putting the minutes on the school website. Beginning with the December minutes, we will post the minutes on the school website. This was agreed to by consensus.
- SLT meeting notices need to be published. We provide the meeting information on the school website and include future meeting details in the minutes of each meeting.

Teacher Concerns

Mr. Raynor pointed out that there is a three minute discrepancy between the time clock and the (correctly working) school clocks/bells. That discrepancy can be a problem for “late” teachers who are told to punch a card. Ms. Burg said that the school clock/bell system is what loses time and that we would monitor the time and correct it as needed to keep it aligned with the time clock.

Mr. Schimenz said that some teachers had asked that the general tone of faculty meetings be more positive.

Teachers were asking for accredited providers for professional development (PD) hours. Ms. Burg explained that teachers with professional licenses are required to have 100 hours of PD every five years. The school, however, is not required to provide that PD and because of budget shortfalls, that is not possible right now.

Sanitary conditions of the building were discussed. Teachers are complaining about the dirty bathrooms that are not serviced at all throughout the day, the smell that emanates from the boys’ bathroom by the main entrance, and other problems. Several of the parents said that they note the smells and the dirt whenever they come to the school. Ms. Burg said that she regularly speaks with Mrs. Holland, the head custodian, about the conditions in the building, and has asked that bathrooms be cleaned during the day.

Parent Concerns:

- Ms. Carroscio brought in a copy the Woodside Herald dated November 4, which reported that Aviation HS received \$50,000 for technology upgrades. The total grant was for \$2.8 million for schools in western Queens. Ms. Burg said that Queens Voc also received that amount and that it was spent on upgrading our security system, including the purchase of additional cameras. Ms. Burg added that she and the other administrators are seeking grant money for a number of projects, including the addition of a plumbing room in the basement and for renting the factory behind the school which could be used to relieve overcrowding and expand our school. We are approximately 140% of capacity.

Student Concerns:

- Maricarmen said that the other day she left the building to get some food and when she came back the school safety agents would not let her back in until 4:15. Maricarmen's concern was that she was missing class as a result. Ms. Burg pointed out that teachers cannot let students leave class to go outside the building to get food during the regular school day. Students asked if there is a school policy on students who fail classes but pass Regents exams. Some students were told that if they fail the Regents that they would fail the class.
- Juan Alarca asked if soap could be put in the bathroom outside the plumbing room, as the students in plumbing usually have grease or oil to wash off before going to their next class. Ms. Burg said she would consult with the plumbing teachers and Mrs. Holland to get this resolved.

The next SLT meeting is Thursday, December 15, from 4:30-6:30pm.

The SLT broke for food and continued discussing the topics that came up during the meeting. Mr. Schimenz adjourned the meeting at 6:30pm.