**PS 24 PA General Membership Meeting**

**Minutes**

**November 16, 2016**

**Meeting called to order:**

- By L. Moukas and D. Salanto at 7:45 pm

**Approval of Meeting Minutes**:

* Motion to approve received; seconded
* Vote: All in favor, no objections

**Financial Report:**

* Candy sale made double our expectations
* Boo Bash very successful: over 100 volunteers
* Spiritwear for sale: now includes pajama pants
* Gridiron classic vs. PS 81: very successful in terms of money raised and turnout; considering a spring event
* Book Fair: sales lower than anticipated, 8k this year vs. 10k last year; looking to remedy for Spring book fairs
* Auction: negative $900 reflects deposit to venue
  + Event to be held College of Mount Saint Vincent on March 11
  + Parent teacher conferences are March 9
* Direct appeal went out in backpacks and forms are available at tonight’s meeting. The appeal supports the garden and enrichment programs such as the chicken hatch, etc.
* School enrichment programs: talking to S. Schwartz and grade leaders about needs and wants
* Fund balance: there is a large fund balance that the PA needs to spend down this year. School budget has current shortfall so we’ll work with the administration to apply our funds where it is most needed
* Discussion of how accounting is shown based on actuals

**Discussion on perceptions of the school:**

- There is a desire among parents to foster a better attitude about what’s good about school. Boo bash great example of what our school does well.

**Principal’s Report: S. Schwartz**

* Safety:
  + Nice decline in minor safety incidents (scraped knees, etc.)
  + New routines and systems in the classrooms starting to take hold and are helping with this
* Professional Learning: Focus on Feedback
  + Aims to foster constructive feedback from the administration to the staff, from the staff to the students, students to staff and staff to staff
  + Please talk to your children and mention feedback. E.g. how do you know you are doing a good job? How can you improve? We want students to speak to that
  + Instructional cabinet established:
    - Grade level leaders, literacy coaches, data specialist, and me: vocalize focus for week and they deliver down to teams.
    - S. Schwartz uses to model how to structure meetings, team collaboration and feedback
    - Meet weekly
  + Grade level teams:
    - Common prep period every day, with one period per week where S. Schwartz can support them
    - Each grade sets their own agenda
    - Building a teacher team using an inquiry style to review student work; allows team to see what they are doing well and where they can improve
  + Professional learning committee:
    - Plans Monday afternoon professional development meetings
    - Gives teachers a voice in how planning takes place; schedule planned out through the new year already based on input from teachers
    - S. Schwartz impressed because teachers implemented work discussed the very next day. They are taking what they learn and bringing it to the classroom. Seeing changes in teacher practices and student outcomes
  + 1/wk visitation program: one teacher visits another teacher’s classroom. Time given to give feedback to the teacher that they visit.
* Observation cycle:
  + Spending time in classrooms and with M. Verde and L. O’Rafferty to coordinate
  + My expectations for myself: observe, give feedback and evaluate 10 classrooms this week
  + Calibrate and collaborate on feedback
  + We’ve seen a lot of growth in a short time
* How students treating each other and the building:
  + Mr. Kelly piloting the “mood meter”: non-verbal communications with the teacher about how they feel during the day
  + Children can communicate to teacher without instruction stopping
  + Already seen positive results. Mr. Kelly to roll out to staff. First step in having teachers lead teachers, which is one of our long-term goals
* Grading:
  + School wide grading policy across content and grade is under discussion
* Communication: Discussion of potential communication options, i.e. email, backpacks
* Space:
  + Have three rooms that are vacant
  + In some ways we are overcrowded in other ways we are not
  + This is the norm in the city schools
  + One room has been turned into a teacher resource center
  + One room, the science room, has no desk; we’re hoping to turn it into a Science Lab and reached out to local politicians to support
  + One room was for OT / PT while their new office spaces still being renovated
* Teachers:
  + M. Verde: 11 new teachers hired last year; many who left for proximity to home
  + L. Moukas: One teacher left for safety reasons
  + S. Schwartz: Making sure teachers have the support they need. Want them to be better today then they were yesterday
  + Quality Review, when?: We may not have one.
    - Principal being observed, almost identical to the quality review
    - Quality review is when an outsider comes in to review the school, has not scheduled yet.
      * Do know we didn’t perform well on last years’ so that usually means there will be another review the following year

**SLT Report:**

* SLT meetings moved to one week prior to PA meetings, as advised by the DoE
* Minutes to be kept in the office and in the entryway before the safety agents’ desk; Also put on website
* Norms and expectations of the SLT itself:
  + Listen to each other and respect all points of view

**C30 Update:**

* Has started, applications close today
* If there are not three candidates, we’ll have to repost the position and start over
* We’ll be informed by DoE as to the status of the process
* E. Velez and M. Correa from the Office of Family and Community Engagement explained that they will inform S. Schwartz when the next phase of the process starts

S. Schwartz: Recommended that the PA take action to support M. Correa’s family as her father passed away; PA will send flowers / donation

**SLT & PA Bylaws:**

* Have to update to align with Chancellor’s regulations
* Exec Board created a committee to update PA bylaws, the new bylaws will be brought to the full parent body for a vote

**Media Committee Update, A. Cohen:**

* Published letter from PA Co-Presidents with approval of the Executive Board on the concerns and work of the PA to support our diverse and vibrant school; rebuked publication for their recent survey rehashing old issues
* Re-issued parent survey in English and Spanish to solicit input on qualities parents would like to see in a permanent principal; please participate if you have not already
* Please Like and Follow on Facebook and Twitter as we look at different communications tools ad options

**Events and Fundraisers:**

* Pie sale coming up before Thanksgiving
* Holiday Fair on Dec. 10th from 11:00 – 2:00; canned food donation as admission

**Meeting Adjourned:** 8:55 pm