

## **School Leadership Team**

### **Meeting Minutes 1/9/2023 from 3:30pm – 4:30pm**

**Attendance:** Ms. Jagarnath-Ocasio, Ms. Downton, Ms. Pasterczyk, Ms. Lovera,  
Ms. Rodriguez, Ms. Francisco, Ms. Johnson, Ms. Godbolt, Guest Speaker: Ms. Ferreira

#### **I. Welcome**

- SLT greeted our new parent member Ms. Godbolt for joining the team
- Ms. Ocasio introduced guest speaker Ms. Ferreira from District 5 who will be reviewing the importance of attendance related to our CEP goal.
- Ms. Ferreira shared a presentation and discussed the following:
  - A review of MECCA in District 5.
  - What are teachers doing in the classroom? How do we help our children come to school every day?
  - The district wants to increase attendance from 83% to 93%
  - Review of chronic absenteeism: The truancy type counts only unexcused absences, compliance with school rules, relies on legal & administrative solutions. We need to think about how we can speak to the parents, they are responsible for bringing their child to school.
  - Importance of the attendance team inputting the correct codes (child is sick, parent is sick, etc.).
  - Looking at attendance by tiers. PS 175 is a tier 3 school – attendance is “okay”, needs to go up. We are a little below the city rate.
  - Tier 2 Intervention: Identifying students who ARE attending school. Who are below 80%?
  - Tier 3 – child won’t fall under that tier if they had COVID. Child who have unexcused absences enter this tier.
  - Teachers and school members can enter the Insight Beta system to view attendance at our school. It’s important to come up with a plan for the children who are chronically absent and identify who they are. Calling the parents everyday as we already do and asking them to bring in their children. Not matter what time.
  - Review of school wide percentage: Looking at grade level and also the students. Looking at each grade band to target which group. Third graders are lower than the other grades. In 2 months, they are going to take exam.
  - Our school also sends letters home, what else can we do?
  - So what from here?: Create a network with other colleagues, be intentional with your attendance team, regular and open communication with families, staff must be aware of attendance policy and understand that it is their responsibility to inform attendance team of any reasons of an absence.

#### **II. Questions/Concerns**

- Ms. Pasterczyk asked if a student comes late, will they be considered absent at all? Ms. Ferreira said that any time is counted as present, even if they are at school for one period. There is also a code for COVID- if the students works at home.
- Teachers are welcomed to attempt a log in into the Insight Beta system.
- Ms. Godbolt mentioned that she knows some teachers who call ACS when they see this type of attendance. Ms. Ocasio said not our teachers, it will be the attendance team here at PS 175. Very rarely that we call. Because of several reasons such as the parent or child being sick , you cannot call because its excused absences.

- Ms. Ocasio stated that each member of the attendance team gets assigned a specific grade. And they work on developing a relationship and calling the families. Currently many of our children are ill such as with respiratory issues.
- Ms. Downton mentioned the following strategies at our school:
  - We have intervention, success mentors, they meet every week and parent coordinator goes to each room and confirms absent students and reaches out to parents.
  - There is also a robocall system that goes out every day.
  - Students also received a letter them know we are here to support. Success mentors are for students who are chronically absent, they check in with the students and have a punch card and every 2 weeks they get a reward.
  - Teachers were also sent an email of these students.
  - Raffles/Celebrations are being done First Friday's and second Friday since that's the day we struggle with attendance.