

School Leadership Team

Meeting Minutes: 9/28/2022 from 3:30pm – 4:30pm

Attendance: Ms. Jagarnath-Ocasio, Ms. Downton, Ms. Lorenzano, Ms. Pablo, Ms. Pasterczyk, Ms. Lovera, Ms. Rodriguez, Ms. Francisco, Ms. Johnson, Ms. Woodley

I. Principal Updates

- Ms. Ocasio welcomed all members to our first meeting. She stated that our school is in process of interviewing for Community School/CBO's and following a rubric score in order to choose the best fit for our school. First interview was today 9/28, and there are two more.
- Ms. Ocasio asked team members what days/times will work for future SLT meetings. All members were open to any day of the week. Members agreed that the first Monday of each month will work. Ms. Ocasio asked to keep in mind days off, Ms. Lorenzano and Ms. Lovera cross checked the DOE calendar and the following dates were set and agreed upon starting at 3:45pm to 4:45pm.
 1. October 17th
 2. November 7th
 3. December 5th
 4. January 9th
 5. February 6th
 6. March 6th
 7. April 3rd
 8. May 1st
 9. June 5th
- Ms. Ocasio mentioned SLT members are required to have 30 hours of meetings. The meeting can be one or two hours each, also considering subcommittee time. Examples include an event attached to our school's goal such as a resource fair, family night, daddy daughter dance, book drive, winter ball, etc. The work put into these events and gathering resources can be logged into SLT time.
- Ms. Pasterczyk asked how do we keep track of this time, Ms. Ocasio responded to keep track on your own and when June comes, we will gather information.
- Ms. Pablo agreed that subcommittee time will work and we can prepare for the month since our meetings are in the beginning of the month. Lymari also agreed and said we can consider events such as a coat drive. Members agreed upon having one-hour SLT meetings and subcommittee time as well.
- All SLT members introduced themselves and their roles in our school. Ms. Downton stated she now represents CSA. Ms. Pablo asked Ms. Pasterczyk to be our new facilitator, and Ms. Pablo will now be our Timekeeper during SLT meetings.

II. By Laws

- Ms. Lovera screen shared last year's by laws and went over the entire document with the team.
- Ms. Pasterczyk asked about zoom links and agenda, Ms. Lovera stated she will be sending on a monthly basis at least 4 days before the meeting.

III. CEP

- Ms. Downton presented a PowerPoint on our school's CEP goal. She stated that CEP is done every year with data analysis that is consistently monitored and sent to the state. She mentioned that district 5 has low attendance rates, including our school.
 - Our school has chronic absenteeism; we are at 84%. The lowest rate of attendance for our school has been on Friday's. We encourage our children through PBIS and celebrating students on "First Fridays"
 - Families receive a phone call each day a student is absent. Attendance team also ask for meetings when necessary.
- Ms. Ocasio added that students are often tardy, which also raises an issue. Students are missing a big chunk of instructional time which includes Math and ELA. Students are less than 10 years old and their parents need support in understanding the importance of attending school every day.
- Ms. Woodley shared her idea of rewarding parents.
- Ms. Lovera shared an idea from another school. The PTA at this school hosted family and student events that rewarded the students who show progress in their attendance. Examples of these events included a sip and paint and raffling household appliances.
- Ms. Johnson and Ms. Pastercyck agreed, and mentioned we should also provide resources to families first. Ms. Rodriguez mentioned that it should be parallel, provide parents with the resources, but when the incentives drop, will attendance drop too?
- Ms. Ocasio stated members have shared great ideas and we should extend this conversation at our next meeting. How can we support parents? What about having parents who live near each other, partnering together to take their children to school.
- Ms. Downton shared the last 2 Grade Level goal. Ms. Ocasio shared that we are trying to offer intensive work in math and around writing and reading. BOY assessments and tracking children and how teachers are providing support. Ms. Pastercyck stated that all of these connect and attendance affects student learning.
- Ms. Ocasio asked members to come with ideas next meeting, reaching out to others, networking, perhaps a company that can come in for professional learning for parents, or an initiative system.