

SLT Minutes
Wednesday, January 24, 2018 - 7:30 a.m.
School Library

Members: Heidi Bookman, Eileen Fallon, Erika Drew, Marie Edesses, Rachel Meltzer, Megan Nyhan, Giuliana Reitzfeld, and Laura Scott.

Guests: Jason Foreman and Dana Roth.

(1) Call to order: meeting called to order at 7:45am.

(2) Review and approval of minutes: Minutes from the previous meeting were approved.

(3) Miscellaneous updates

- Principal Scott selected as one of four Principals to be evaluated and share practices at PS10.

(4) C30

- Need name for the CSA representative;
- The date will be selected for the interview/selection process and the school will need a group of parents and staff members to participate.
- First, staff needs to go through resumes (they have many many more than before).

(5) HW Survey

- Approved by Principal Scott;
- Need to translate the survey into Spanish (Meghan will do via Google forms and have Spanish-speaking staff check it);
- Jason will distribute the survey via Konstella.

(6) Safety follow-up

- 7th Ave. pick-up will be moved to the courtyard this school year;
- The staff/teachers need to work on getting classes down at 2:40pm to minimize congestion in courtyard and stairways;
- The physical layout of PS10 is very different than that of PS11 in Manhattan (the school that issued the statement about installing street barricades); such barriers would not serve same purpose at PS10;
- PS10 does regular safety meetings/reviews to address concerns;
- Any safety concerns can be brought to the SLT and will be addressed.

(7) CEP

- A reminder to post goals on Konstella for discussion each week;
- SLT has responded to Goal: Family engagement with HW survey;
- Moving on to Goal: Rigorous instruction:

- Doing an inquiry project (collaborative inquiry) during PD time could be an option instead of during the school-day period;
- It was requested that the writing support materials be distributed to more grades.

-Goal: Supportive Environment

- TENacious cards have been associated with a drop in problematic behavior in cafeteria;
- Parent surveys in March will help to measure if these goals have been achieved; SLT can discuss these at the meeting that follows.

(8) Meeting adjourned at 8:23am.

SLT Minutes
Wednesday, February 28, 2018 - 7:30 a.m.
School Library

Members: Heidi Bookman, Gloria Chico-Perez, Eileen Fallon, Erica Drew, Marie Edesses, Rachel Meltzer, Ali Hodin-Baier, Mim, Ingvarson, Megan Nyhan, Giuliana Reitzfeld, and Laura Scott.

Guests: Jane Kotapish, Jason Foreman, Dana Roth, Rosa Reyes, Giselle DeGazon, and Emily Klotz.

(1) Call to order: meeting called to order at 7:45am.

(2) Review and approval of minutes: Minutes from the previous meeting were approved.

(3) HW Survey

- Overall, results generally as expected;
- Results should be broken out by grade;
- Someone needs to go through individual responses; this will be done during Professional Development time.

(4) C30

- Changed to March 20th;
- Thanks to Heidi and Erica for going through all the resumes!
- Final candidates were invited in to visit the school.

(5) March 14th walk-out

- Desire by students to do something in honor of school safety;
- Letter from Principal to explain to parents that an age-appropriate plan is being developed is forthcoming;
- Sub-committee meeting will take place Mon. 3/5 @ 7:30am to prep for March 14th event;
- Teachers/staff are most concerned about parents' open access to school; it was clear that more feedback/input needs to be collected from teachers about how to ensure school safety.
- Consider adjustments for future of PLP and for bringing students up to the classroom for Kindergarten;
- Options discussed:
 - What would it take to get cameras?
 - Badges/swipe cards for people entering the building?
 - Enforcing access more seriously (i.e. stopping people on floors that don't match their badges)?

(6) Meeting adjourned at 8:25am.

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Guests: Jason Foreman and Dana Roth.

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- Moving on to Goal: Rigorous instruction:

SLT Minutes
Wednesday, March 28, 2018 - 7:30 a.m.
School Library

Members: Heidi Bookman, Eileen Fallon, Erica Drew, Marie Edesses, Rachel Meltzer, Mim Ingvarson, Megan Nyhan, Giuliana Reitzfeld, and Laura Scott.

Guests: Jane Kotapish, Jason Foreman, Jody Alperin, and Dana Roth.

(1) Call to order: meeting called to order at 7:45am.

(2) Review and approval of minutes: Minutes from the previous meeting were approved.

(3) By-laws

- Make sure core members (or their designees) are present at all meetings;
- Improve SLT tab with By-laws, info on members, date of meetings, minutes, etc.. to make information more easily accessible and public;
- Include new language in the By-laws about notification (of meetings and for RSVPs);
- Executive committee:
 - Add a bullet regarding discussions about hiring, staffing: “discussions involving the medical, financial or employment history of a person or matters leading to the appointment, promotion, demotion, discipline or removal of a person”;
 - Add a bullet about “preparation, grading or administration of examinations”;
 - Note that a vote needs to be taken to confirm an Executive Session;
 - Change language about “entering a private room” to something more flexible about being alone (i.e. asking visitors to leave);
 - Need to clarify: if the SLT can have a stand-alone executive session that is not part of an otherwise public meeting.
 - Add language about prior notice and executive sessions (lifting from PS 199’s By-laws): “All visitors intending to attend an SLT meeting will contact the Principal or SLT Chairperson/s to indicate their interest in attending at least 24 hours prior to the meeting. The Principal or Chairperson/s will inform the visitor if an “executive session” is planned and arrange access through security. The reason for closing all or any portion of a meeting shall be publicly stated in general terms, avoiding any specific information that would be inappropriate for public exposure at that time. At the start of each meeting the facilitator will acknowledge visitors and review the visitor protocol. New agenda items may not be introduced to the meeting without the prior agreement of the Principal and Chairperson/s. Visitors may speak if and when recognized by the

Facilitator but may not participate in decision-making. Priority for speaking will be given."

- Clarify whether or not Title I rep is a voting member → look at Title I guidelines from Chancellor
- Erica will replace Dana as Heidi's designee and Marie will be Donald's designee;
- Create a subcommittee around by-laws: Marie, Erica, Ali
- Rachel will mail minutes, dates for meetings and locations, members/names, intro/summary to Donald
 - add this sentence to end of intro: "Meetings are open to the public. If you wish to attend an SLT meeting simply notify Principal Scott 24 hours in advance of the meeting."
- Send Ali PS199 By-laws as an example.

(4) C30

- Interview night changed to March 20th;
- Thanks to Heidi and Erica for going through all resumes!
- Final candidates were invited in to visit school.

(5) Note: next meeting is April 18th.

(8) Meeting adjourned at 8:25am.

SLT Minutes
Wednesday, April 18, 2018 - 7:30 a.m.
School Library

Members: Heidi Bookman, Gloria Chico-Perez, Eileen Fallon, Erica Drew, Marie Edesses, Ali Hodin-Baier, Rachel Meltzer, Megan Nyhan, and Laura Scott.

Guests: Jason Foreman and Jane Kotapish.

(1) Call to order: meeting called to order at 7:40am.

(2) Review and approval of minutes: Minutes from the previous meeting were approved.

(3) By-laws

- PTA rep designee should be Exec member of the PTA; need a non-voting SLT member to be Donald's designee;
- there is a sub committee meeting to review by-laws;
- should it be Scott or co-chairs who are notified by guests who want to attend?

(4) C30

- new AP was selected and will start 5/7.

(5) New SLT members

- 3 openings for parent slots; new PTA president will also join SLT;
- PTA nomination committee will put an announcement out about the openings.

(6) Safety sub-committee

- there is a standing safety committee that meets every month or more (comprised of Admin, teachers and a parent);
- SLT meetings should include a regular safety item on the agenda (every few meetings?) to get updates from the safety committee;
- Ms. Seide should post a reminder about no double-parking on Konstella; perhaps have a weekly (monthly) posting on Konstella about various pressing issues.

(7) CEP

- agreed to wrap up HW survey so teachers can use the information collected in curriculum planning;
- plan to review next goal for next SLT meeting (Marie and Heidi will distribute the goal to review).

(8) Title 1

- very successful workshop on body/sexuality awareness;
- it was proposed to run a pilot session with 5th graders, with the person who ran the workshop, to gauge interest/feasibility of including the topic in the curriculum more regularly;
- need to look for supplemental material on the topic to provide to teachers;
- how to increase access for those who are not currently attending workshops (and get them info about the content)?

(9) ICT

- need to improve awareness around ICT education:
 - post the one-pager developed by Giuliana on the website;
 - send out the one-pager to parents;
 - include an info session on ICT at the same time as a related Title 1 workshop;
 - make sure ICT is highlighted in the sessions introducing next year's teachers to parents.

(10) Testing

- there were 40 opt outs (less than last year);
- there needs to be a debriefing among students about the test;
- the school needs to get feedback to D15 about the developmental appropriateness of test
 - have students write letters about their experiences with test (and deliver them to a state public official).

(11) Meeting adjourned at 8:25am.

SLT Minutes
Wednesday, May 9th, 2018 - 7:30 a.m.
School Library

Members: Heidi Bookman, Eileen Fallon, Marie Edesses, Ali Hodin-Baier, Mim Ingvarson, Rachel Meltzer, Megan Nyhan, Giuliana Reitzfeld, and Laura Scott.

Guests: Gary Wong.

(1) Call to order: meeting called to order at 7:40am.

(2) Review and approval of minutes: Minutes from the previous meeting were approved.

(3) New AP Intro
-Welcome!

(4) Response to tests
-Teachers felt strongly about waiting to responding until all testing is done;
-Principal Scott will meet with teachers about how to move forward with letter writing;
-Who to target with letters?
 -School chancellor
 -Local office of state rep
-Put follow up about this topic on next agenda.

(5) By-laws
-Circulate changes among SLT members and then decide if need subcommittee to address any issues;
-Edited by-laws will be posted for review.

(6) Safety
-K280:
 -no PA system;
 -electricity issue (need it addressed before summer when ACs will be needed);
 -space changes.

(7) Kindergarten
-Teachers were very appreciative of the aides/para's provided in every classroom—it made a huge difference. Thank you!

(8) CEP
-To be discussed at the next meeting;

- incorporate in a goal related to STEM/science:
 - work on Math differentiation;
 - plan to make Math exemplars more consistent across grades;
 - have STEM teachers weigh in on how goals should be articulated.

(9) ICT

- The school is continually working on conveying ICT as an asset to the school community:
 - access research to cite some numbers that support educational and social/psych outcomes;
 - advertise benefits of ICT during tours, orientation
 - have kids talk about their experiences with ICT;
 - create a dedicated tab on the website.

(10) Meeting adjourned at 8:25am.