

SLT Minutes

October 24, 2014

Final

Staff Present: Heidi Bookman, Gloria Chico-Perez, Eileen Fallon, Dana Roth, Denise Watson-Adin, Deborah VanDoren

Parents Present: Tyndall Arrasmith, Marie Edesess, Ali Hodin-Baier, Allison Milgrom, Dempsey Rice

Guests: Ralph DaLonzo, Christine Napolitan, Alison Koziel

(1) Call to Order:

- Co-Chair Rachel Stack called meeting to order.

(2) Review of Minutes

- Members reviewed minutes from 09.19 meeting and they were approved. Minutes will be made available on the school website.

(3) Old Business: Update on the CEP

- Question was raised as to the timeline of the CEP. The CEP is a living document and can be worked on, modified and improved during the year. It must be submitted in June.
- Question was raised as to the current strategies used to measure the extent to which previous goals have been met. How does the school decide when a goal has been met? How does the school decide when new goals are appropriate? Are there goals that represent a constantly moving target and will need ongoing work for a long time? Follow up needed on this item.
- Suggestion was made to actively educate parent body re. the CEP. Strategies to this end were not decided on. Follow up needed on this item.

(4) Old Business: Communications Update

- Boxes for communication with the SLT are in place at 2 locations in the school
- Suggestion was made that a permanent mailbox be put on the wall outside the PTA office. Follow up needed on this suggestion.
- Suggestion was made that a paper flyer be sent home reaching out to families about the SLT and letting them know about how to communicate with us. Follow-up needed on this suggestion.

(5) Issue #1 Raised by Community : Calendar and Scheduling

- Concerns were raised about communication between staff and the community regarding scheduling. Examples included the Author Visits, PTA events etc.
- Again, it was suggested that the development of a parent-based technology SWAT team might be of assistance with some of these issues. Follow up needed on this item.
- It was suggested that the PTA make sure that they put important notices on the board outside the main office.

(6) Issue #2 Raised by Community : Safety on School Trips

- Parent raised concern re. general lack of communication re. safety protocols on school trips especially trips on the subway at times of the day when the subway is crowded.
- Concern was also expressed re. the protocol for children using public bathrooms on trips. It has been reported that children use public bathrooms without a representative from the school present.
- Concern was also raised re. protocol for injury or sickness on a trip or how to handle a fire or violent passenger on the subway etc.
- It was decided that a review of the DOE protocols will take place and that a statement of these policies will be made available to the parents.

- Administration will produce a communication to clarify the trip protocols to the parent community.

(7) Other Matters

- Mr. DaLanzo raised the concern that some parents have been visiting classroom unannounced and without making a request. This has been stressful and upsetting to staff and places in jeopardy the incredibly open door policy of our school.
 - In addition, the concern was raised that parents have received passes to visit one part of the school and then travel to other areas without getting the appropriate pass. This results in parents wandering throughout the school.
 - Decision was made to address this at the next PTA meeting.
 - Is further action needed?
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- **Next Meeting Scheduled for Friday, November 14th**
 - **Meeting Adjourned**

SLT Minutes

December 5, 2014

Draft

Staff Present: Heidi Bookman, Gloria Chico-Perez, Eileen Fallon, Dana Roth, Deborah VanDoren

Parents Present: Rachel Stack, Tyndall Arrasmith, Marie Edesess, Ali Hodin-Baier, Allison Milgrom, Dempsey Rice

Guests: Ralph DaLonzo, Christine Napolitan, Alison Koziel, Denise Watson-Adin

(1) Call to Order:

- Co-Chair Rachel Stack called meeting to order.

(2) Review of Minutes

- Members reviewed minutes from 11.21 meeting. Revisions requested re. Attendance and the issue of 5th grade Middle School Application Process. Minutes Approved pending revisions.

(3) Old Business: Follow up on Support for 5th Grade Application Process

- Despite the limited amount of time before the Middle School Applications were due, the school and parent volunteers were able to make tours happen for kids whose families had not been able to bring them on school tours.
- At least 20 kids were able to visit 442, Park Slope Collegiate and MS 88.
- A smaller group was able to tour MS 51.
- Spanish translators were made available to help parents with applications.
- In order to further improve this process and continue to expand the support for students and families (especially those where language, technological access or work schedules create real obstacles) follow up includes:

1. Who is the member of administration that will be able to lead the team of parents and staff in the process of researching and implementing the “best practices” for the transition to Middle School?
2. Can this team/subcommittee be formed to research the best practices and report back to SLT so that a plan can be developed to adopt the practices that Administration feels will be the best for our community?
3. What should the timeline be for this given that one of the suggested practices is preparing a comprehensive presentation for the current 4th grade families to take place in June 2015?

(4) CEP Revision and PIP update

- Parent representatives submitted questions about and suggested revisions for the PIP.
- SLT carefully went through the document and addressed all questions and revisions.
- In particular, language was added to the PIP to emphasize a need to build support for Middle School application process.
- Also, language was added to address the need to reach out and establish meaningful connections with families in the school who have not been able to participate more fully in the life of the school. In particular a suggestion was made to establish a buddy program for incoming families and families whose adults do not speak English.
- To follow up on: Can the Parent Coordinator lead this initiative in conjunction with parent volunteers. When will this start? What will the pilot of the program look like?
- PIP with revisions needs to be brought to the general membership of the PTA at the next meeting which is scheduled for Dec 18th in the morning.

- The next SLT meeting will be used to finalize revisions made to the PIP so that the document can be submitted.
- **Next Meeting Scheduled for Friday, December 12, 2014**
- **Meeting Adjourned**