

SLT Minutes  
Wednesday, February 13<sup>th</sup> 2019 - 7:30 a.m.  
School Library

Members: Heidi Bookman, Eileen Fallon, Erica Drew, Jill Gandel, Gerard Langton, Rachel Meltzer, Megan Nyhan, Rohi Pandya, Giuliana Reitzfeld, Laura Scott and Heather Volik.

Guests: Jane Kotapish, Robert Grant and Alison Koziel.

(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) CEP Goal: Parent Communication—Newsletter Launch  
-Will be ready online shortly (under “School Life” tab);  
-The link to the website will be shared via Konstella.

(4) CEP Goal: Strong Family & Community Ties  
-FAQ sheet:  
-Emphasize that teacher is first step in addressing concern;  
-Add note about translation services being available;  
-Members should email suggestions to Meghan.  
-Sick Children Memo was circulated; info should be added to FAQ, put on website and added to parent handbook.  
-Suggestion: distribute handbook during registration and orientation for new parents.  
-Send out postcard/communication introducing parent coordinator (and her role in helping to provide translation services).

(5) Title I  
-Second workshop will be on digital citizenship (Feb. 26<sup>th</sup>).

(6) Recess  
-Staff is getting implicit bias and conflict resolution training;  
-Conflict resolution training is available for parents as well.

(7) Meeting adjourned at 8:30am.