

School Leadership Team

Meeting Minutes 10/25/2022 from 3:30pm – 4:30pm

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

I. Principal Updates

- Ms. Ocasio thanked SLT members who were involved in the planning of the fall festival, stating that the event went great.
- Introduced new leadership Mr. Davenport, superintendent and their MECCA mission. She asked Ms. Johnson and Ms. Francisco to share at their next parent meeting and how it's connected to our school's CEP and attendance goals.
- Ms. Downton shared that this new leadership's mission is titled "MECCA" which stands for Mindfulness, Excellence, Capacity-Building, Collaboration, and Action. MECCA are the priorities they expect in every school and the objectives on how we can achieve it.
- Ms. Downton stated that "A in action" is a data driven decision. The district is expecting every school to be doing this consistently, which we do. There will be new protocols forthcoming and we learn more about what the district is expecting.
- Ms. Pasterczyk stated that we are on the right track. An example; progress monitoring, assessments, and CFU's.
- Ms. Ocasio stated that progress monitoring is important all around- specials, home room teachers, when we teach, we want to make sure this is the working.

II. CEP Goals (Share ideas on improving school wide attendance)

- Ms. Downton shared the CEP Goals and data from the end of the year. This is current data from yesterday October 24th. We can tell what days we have low attendance, which is commonly known on Friday. District expects attendance to be at 93%.
 - Insight Beta - This shows our rate of the city which is 87% and the city attendance is 92%.
 - We need to bring down chronic absenteeism. Students are considered chronically absent for the year if they have missed 10% or more of the school year with 10 days on register and one day present.
 - "At risk" means you already missed 10% of the current school year but not yet 10% of the entire school year with 10 days on register.
 - We can break down in categories, the attendance team starts going by the numbers on this system, whoever is in 79% or lower they have a success mentor who meets with them. There are incentives, to keep the kids coming everyday - this is personalized. We also create perfect attendance awards for each month. In addition, families get an official letter from the school with goals and different steps on how we can best support them. We also celebrate on the first Friday of the month during arrival with family members. The attendance team has started to discuss our parent coordinator giving away raffle prizes.
- Ms. Ocasio: These are just some ideas that the team came up with, what can we do to help? Our parents want their children in school, how can we support that? The next thing we will focus on is going to be lateness. 10 mins everyday adds up to 50 minutes which is an entire period.

- Ms. Downton shares attendance rate chart of this school year. The chart shows 85%, meaning that students have missed a month and a half of teaching. This translates into tardiness. If you come in at 9:00 am every day for 2 weeks you have missed 2 entire days of instruction.
- Ms. Ocasio: To clarify, they are missing 6 periods, because special areas is also a period, in addition to 4 core periods. These special areas count, students are missing out on a curriculum-based projects.
- Ms. Downton: Half of the students are at risk. That means at least half of our students will miss instruction. How can we stress the importance of attendance?
- Ms. Lovera shared the idea of celebrating during lunch periods which we have done in the past. Ms. Downton shared that we will have to be mindful when we food is used as an incentive.
- Ms. Pasterczyk mentioned the idea of a Peer Mentoring program where parents can partner with each other. Which can include parents who live near each other, who can partner up and take turns in taking their children to school.
- Ms. Lovera shared that is a great idea, and we can consider developing those relationships with our families. Having events that encourage communication. Teachers can help by having parent engagement events.
- Ms. Downton asked members to share their ideas:
 - Ms. Francisco shared the idea of dress down on Fridays (some parents have been talking about it) or a bingo night for parents. Ms. Lovera agreed that dress down day is always fun for younger children.
- Ms. Rodriguez suggested a meet and greet for parents sectioned off by grade, which can potentially create a buddy system. Also, agrees with dress down day. She also mentioned posting students with perfect attendance on Class Dojo.
- Ms. Pasterczyk mentioned a fun experience such as being an assistant principal for a day.
- Ms. Ocasio asked for clarification on which students would be receiving these incentives, members stated students who are at risk.
- Ms. Francisco asked which grade band needs the most support and Ms. Downton responded that it is spread out and Fifth grade has the highest attendance.
- Ms. Rodriguez suggested having an equivalency chart for lateness too. Ms. Downton will look into it and see if the system can generate this.
- Ms. Rodriguez: The little ones do not have an option of coming to school, this is more on the parents. Extra dojo idea from Ms. Lorenzano, after 8:10 they will not get the extra 10 points on dojo.
- Ms. Downton shared a chart of YTD attendance lined up my classes. Ms. Lovera asked about students who are sick and bring in a letter, are they included in this chart? Ms. Downton responded yes; these students are included.
- Ms. Francisco shared that maybe go noodle time for classes can be a way to promote attendance. SLT teacher members mentioned that this is done as movement breaks already in the classroom.
- Ms. Rodriguez stated that Go noodle is out for the older kids. Perhaps something they can do together, they do not have enough time to chat, play games with one another - leaning towards Mr. Borba's incentive of having a game day
- Ms. Pasterczyk mentioned having clubs during lunch time such as Pokemon.
- Ms. Francisco asked why our school does not have any sports clubs such as basketball.
 - Ms. Ocasio responded that one of the reasons is needing teachers to volunteer. A lot of schools that raise money from fundraisers, are getting a program to come to their school. She asked Ms. Francisco if there are any parents who would like to volunteer, maybe a flag football during lunch.
- Ms. Francisco said she knows someone and asked about the process of approval. Ms. Ocasio said that anyone who wants to volunteer with children have to go through the process of the department, that shows they are clear to be around children. Currently, there is a discussion of reading partners and reading buddies three times a week in our school.
- Ms. Pasterczyk asked if there is any per session opportunities available for our staff to conduct these activities. Ms. Ocasio said every school is struggling with budget. Our budget is going towards after school academy on Wednesday and Thursday from October 25th until April and then Saturday Academy where we are doing test readiness from October to April 3,4,5 those teachers will engaging

in testing activities. And third part is ENL (per session) we have an influx of children who do not talk English. A lot of efforts and resources are to support those children.

- Ms. Ocasio asked how can we support parents in attending meet and greets. We cannot have a meet and greet and only address chronic absenteeism. It should be inclusive. Ms. Lorenzano mentioned having a parent survey.
- Ms. Ocasio mentioned that on November 22nd, the first 120 parents that come to the school will receive a free turkey, which has been done in the past 10 years. This will be a great time to think of parents gathering – in connection to the C in MECCA. Ms. Ocasio suggested teachers coming together to share their ideas on Tuesday, November 1st. We will then discuss at our next SLT meeting.