

PS 516 Sunset Park Avenues Elementary School Leadership Team (SLT)
September 20, 2018
5:00 - 8:00 p.m.
Library, Room 318

Present	Absent	Guests
Jill Smith Michelle Giambo Amber Rashid Meg Wilder Amanda Blevins Carrie Fleming Courtney Epton Deanna Abrams -PTA rep Amy Miles	Tara Bringley Rachael Sullivan- UFT rep	

The meeting was called to order at 5:10 pm.
We read last meeting's [Minutes](#) and approved them.

Principal's Report

We welcomed our two new members and discussed that we have one parent spot to fill and elections will happen in October.

We discussed that District 15 will become the 2nd district in NYC to approve a middle school integration plan. The District 15 plan will remove all screens from the application process; beginning in the 2019-2020 school year. Parent choice will still be used. Schools must reserve 52% of their seats for students who receive free and reduced lunch. We agreed that we need to be brokers of information to make sure our families are as informed as possible, especially during the District 15 middle school fair in October.

We reviewed the comments from the NY state reviewers on our CEP goals and made all necessary changes and updates.

Teachers' Report

Teachers shared the timeline for Back to School Night including changes such as having dedicated time for families to meet with cluster teachers and related service providers.

We discussed that all teacher presentations should be made available electronically on the website and via the parent coordinator email.

Parents' Report

Parents raised concerns about not receiving communication from their child's teacher at this point in the year. We discussed the possibility of extending the "meet the teacher" period next year over the period of a few days. We also agreed that next year, all teachers need to send out a quick contact note including their name and best form of contact on the first day of school.

We discussed the concern that parents who cannot attend workshops during the day, miss out on important information. We talked about having the information available digitally, as well as sending home a survey asking parents what time of day they prefer workshops.

Some parents were concerned that students were not getting enough time to eat in the cafeteria. Ms. Smith explained that this is a concern at the beginning of every school year, but it should remedy itself as routines and procedures become solidified.

School clothes can officially be purchased at: ps516.nycschooluniforms.com. Orders need to be placed by October 12th.

We discussed concerns and potential changes to the dismissal policy. Ms. Smith is working with Ms. Nieves to come up with a better dismissal procedure. This could entail having the upper grades dismiss from the courtyard or have whiteboards at all doors stating which class is currently dismissing and which classes have finished dismissing. We also discussed getting a megaphone for the lower grade dismissal doors.

We discussed the planned and proposed events for the current school year. Ms. Abrams stressed that other events can happen, but we need someone to chair them and ensure we can get enough parent volunteers. All fundraising events must be voted on by general membership.

We discussed the new birthday policy and decided that on the last Friday of the month, all students who had a birthday that month will be recognized with a whole class celebration. The birthday students will choose one or two activities for the whole class to participate in. Parents are invited. Sugary foods and large goodie bags are discouraged. Healthy snacks and small tokens (pencils, stickers, erasers) are allowed.

SLT nomination forms went out at the end of September to let parents know there is a parent vacancy. The election will happen at the PTA meeting on October 30.

We agreed that we need to update our bylaws with our new mission statement. These also need to be added to the school website.

Meeting adjourned at 8:00 pm