

PS 516 Sunset Park Avenues Elementary School Leadership Team (SLT)
 February 12, 2019
 5:00 - 8:00 p.m.
 Mezzanine Room

Present	Absent	Guests
Jill Smith Emily Baskin- UFT rep (proxy) Amber Rashid Michelle Giambo Amanda Blevins Meghan Wilder Deanna Abrams -PTA rep Courtney Epton Carrie Fleming Tara Bringley Tory Messina	Amy Miles	Jessica Knudson

The meeting was called to order at 5:12 pm.
 We read last meeting's [Minutes](#) and approved them with edits.

Principal's Report

We reviewed the fact that we've had an influx of students with IEPs coming to us via zoning, the central office, and new evaluations. In our third grade ICT class, we were well over our 40% compliance ratio for students with IEPs. To remedy this, we were able to use our budget adjustments to hire an additional special education teacher and flip our general education class into a second ICT class. We then in turn moved some students with IEPs from our original ICT class into the second ICT class.

We discussed that we are seeing a higher number of special education referrals in upper grades, so we need to think about how our intervention programs can change in K-2. We need to be strategic about what interventions kids are receiving and what progress they are making and how we are tracking that progress. We should also look at how we are training all teachers, not just special education teachers, on response to intervention (RTI) and writing referrals.

We spoke about doing a family workshop around developmental benchmarks and using the Responsive Classroom Yardsticks as a guide. We also discussed how we can make space for parents of even younger students (i.e. ages 0-3) by doing things like putting on workshops that the babies participate in.

Ms. Smith shared that our Quality Review (QR) was supposed to happen on February 26, 2018 however, due to the fact that this will be Ms. Knudson's second day as interim-acting principal, Ms. Skop was able to push the date back. We do not have a new date as of yet. We will get two weeks notice. The QR team focuses on: the instructional core, the school culture, and systems for improvement.

QR Components:

- Nine classroom visits; the QR team selects 5 on the first day, the principal picks 4 other classes the following day.
- Two Students Meetings
 - First meeting has 6 students; QR picks 4 and principal picks 2
 - Second meeting has 10 students (8 QR, 2 principal picks), ask questions about school culture and the climate.
- Three teacher meetings
 - Typical teacher meeting (Monday PD to focus on the instructional core)
 - Two Q and A sessions:
 - One as a follow up to meeting that reviewer observed
 - Another on school culture
- One parent meeting (8-11 parents)
 - Principal selects parents that reflect the school demographics (instructional core, school culture, systems for improvement)
 - Principal choice activity
 - Principal's choice - choose an activity to highlight a specific area (classroom visit, another meeting, etc).

Ms. Smith shared that her last day as principal will be on February 15, 2019. There has been a lot of transition planning going on over the last several weeks. Ms. Knudson will be taking on the work of two administrators (interim-acting principal and AP). There are other principals and members of the district who will be available for support as needed.

We also discussed that our parent coordinator will be gone in June to have her baby. There will need to be even more adjustments to how things run in the office. We will be looking for parent volunteers for things like recess, graduation, field day, etc. The PTA will reach out to the parent coordinator to find out where the biggest areas of needs are and how parents can help.

Ms. Knudson, Ms. Abrams, and Ms. Baskin attended a D15 meeting about the role of the CEP in the SLT. This should be the SLT's largest job. Every meeting, the SLT should devote a chunk of our meeting to the CEP goals. We discussed centering each meeting around one category and that's how we would come up with parent and teacher agenda items. We will utilize iPlan to access the CEP goals as this should be a living document. We discussed that as we write new CEP goals for the following school year, we should keep in mind that the CEP is something that the superintendent uses to check in on principals. We should make sure ours is streamlined to reflect the vision and mission of the school.

We discussed that we will stick to our current grading policy for March, but that after that, we will create a space for parents and teachers to give input around their thoughts on the grading policy. We spoke about using some PTA time for a presentation on our current grading policy as well as time to discuss potential changes for next year. We also discussed adding to the notice going home that parents can request more time to meet during the Tuesday parent engagement time. Teachers can do an SBO in March to create two half days or other ways to extend time with families so Tuesday time doesn't get overbooked.

We spoke about creating a vertical team to tackle our homework policy in June. This team could meet during Monday or Tuesday time to look at how our homework policy aligns with our new CEP goals.

Teachers' Report

Teachers shared that the core values are going very well. Parents shared that many of their children have come home and are able to explain our first core value of integrity.

Parents' Report

Parents inquired about how they can be involved in the hiring of a new principal. They shared that there is some anxiety that the superintendent might come in and put in whomever she wants in place as opposed to someone who aligns with the core values and vision of this school. Ms. Smith suggested that parents come together as one group and one voice as opposed to several one-off voices to share their hopes for the new principal. This might look like a joint-written letter from all parents.

We spoke about the fact that the C30 committee (the committee in charge of hiring our new principal) is partially comprised of SLT parent members, and there is a concern that the parents on SLT are not representative of our student population. We need to find out if Ms. Skop would allow us to have parent designees for the C30 committee. Parents on the C30 committee would be representing all parents.

We discussed ways for families to have more facetime with Ms. Knudson as IA principal including coffee time, perhaps the morning after PTA meetings so that she can review highlights from the previous night's meeting while still having facetime with parents.

A member shared that the Winter Carnival raised \$1,550, which is \$600 more than the last one. 5th grade will write thank you notes to businesses who helped sponsor the carnival.

New Business

We discussed that parent teacher conferences (PTC) will be happening on March 14, 2019. School surveys will be sent home at this time and it's very important that everyone fills them out as they help inform our CEP goals and are part of our overall rating. We also noted that the book fair will happen during PTC.

Meeting adjourned at 7:10 pm.