

PS 516 Sunset Park Avenues Elementary School Leadership Team (SLT)

March 12, 2019

5:00 - 8:00 p.m.

Mezzanine Room

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

The meeting was called to order at 5:12 pm.

We read last meeting's [Minutes](#) and approved them with edits.

We followed up on action items from last meeting. We decided that the quality review (QR) components will be shared during our UFT meeting on March 13, 2019. A teacher and the parent coordinator will be planning a developmental benchmark PD (utilizing the Yardsticks book) for sometime in May.

### Principal's Report

Ms. Knudson shared that May and June SLT meetings will be dedicated to developing the CEP for 2019-2020. We reviewed three of our current CEP goals and discussed our current progress toward achieving them.

We checked in on the below goals and benchmarks:

#### Rigorous Instruction

By June 2019, after completing two CCLS-aligned interdisciplinary units (IU) of study, students will have produced two culminating projects of their choice that demonstrate and synthesize their learning, as measured by grade-level performance on a common rubric.

We spoke about how we can utilize existing rubrics to create a schoolwide rubric that builds from grade to grade. We also spoke about offering different types of projects during our interdisciplinary units that can be used as a performance assessment, instead of solely using a writing assessment.

We discussed using Arts and Technology Night to give kids a venue to present their IU work. This could also look like a museum walk. A teacher who is on the arts committee will speak with her committee about how we can incorporate this IU component into the Arts and Tech night.

Our next goal will be to create a rubric focused around a performance task and figure out how to integrate a showcase/presentation.

### Supportive Environment

By June of 2019, in order to strengthen the school culture in which students feel connected to a larger community, classroom teachers will implement a monthly grade-wide community meeting, in which teachers observe an increase in positive cross-class interactions.

Teachers shared that some grades have done community meetings, while others have not been able to make many meetings happen yet, and no formal surveying has occurred yet.

Our next goal will focus on having each community meeting center around one of our school's core values. We also have to keep in mind the need to mix the dual and monolingual classes.

We discussed the challenges of scheduling and how this might affect the scope & sequence. We also spoke about when these meetings might occur if grades don't feel comfortable missing morning meeting. We also discussed the need for planning time and talked about it perhaps being built into the instructional schedule for approximately one time per month.

### Strong Family and Community Ties

By June 2019, the school will develop a more collaborative partnership with families by establishing Family-Led First Fridays, as measured by at least 50% of Family Friday events led by family members.

We discussed that most grades have had at least one family-led event, mostly because of World Read Aloud Day. We shared out a list of possible topics for each month in the hope that some of these could become school traditions. The current working list is as follows:

- Sept. back to school night: have a signup sheet for parent engagement time for the rest of the year
- Oct=Hispanic Heritage Month and parents are invited to come and teach about their own cultures, not just our Hispanic families
- Nov: Day of the Dead; Giving Thanks
- Dec: Family Traditions
- Jan: Hopes and Dreams
- Feb: Chinese New Year
- March: Read Aloud Day
- April: Earth Day
- May: Grandparents/Special Friend Day → storytelling, interviewing "Special People, Special Stories"
- June: Memory/scrapbook
- Other: origami, coding, read alouds, acting, other options

Ms. Knudson shared that she has increased the amount of facetime parents can have with her via her Coffee with the Principal time as well as her open office hours. During the next Coffee with the Principal, she hopes to add to our existing Hopes and Dreams posters for the new principal as well as discuss how parents can support in the office during Ms. Nieves' leave. We discussed sending parents invitations rather than flyers to these events to differentiate them from other flyers that are sent home.

Ms. Knudson shared that there will be an addendum to the homework policy. Homework will be looked at, and select problems will be corrected. We also discussed the fact that there is a need for homework help, especially from bi and tri-lingual adults. This is something that we should look at for next year. Perhaps, this could look like open-library hours for parents to come and check out books while also providing homework help. Paraprofessionals might also be able to support in homework help during this time.

### **Parents' Report**

Ms. Abrams shared via email that there will be one or two parent vacancies for the remainder of this school year on the SLT. There are at least three parents who are interested in joining SLT at this time. There are also letters going home asking for parents who are interested in running to fill the open parent spots.

Ms. Abrams also shared that parents met during the last PTA meeting and Coffee with the Principal and created posters with their hopes and dreams for our next principal. We discussed putting posters up around the school during parent teacher conferences to get more additions from more parents. The next step would be to combine these hopes and dreams into a letter that will be sent to Ms. Skop, which will also include pictures of the actual posters.

We spoke about having Fridays be optional school spirit day (school colors), and will add this to the calendar on Fridays and send out via Remind.

### **New Business**

We spoke about the biggest needs we will have during Ms. Nieves' maternity leave. One of the biggest needs is translation in the front office. We spoke about getting the PTA to help set up a schedule of parent volunteers who are bilingual to take messages. 10:35-1:15 is highest priority time of need (during student lunches) and during the time Ms. Nieves does recess duty.

We discussed communicating that our next PTA meeting will be held in Spanish and that we are going to discuss Ms. Nieves and how we can help out during her leave. We also want to add on the PTA flyer "If you can't make it to the PTA meeting, please join us for Coffee with the Principal tomorrow."

Meeting adjourned at 7:13 pm.