

PS 516 Sunset Park Avenues Elementary School Leadership Team (SLT)  
 April 9, 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 Deanna Abrams -PTA rep Courtney Epton Brenda Garcia	Carrie Fleming Tory Messina Melody Sosa	

The meeting was called to order at 5:10 pm. We started the meeting with an icebreaker and introduced our newest parent member.

We read last meeting's [Minutes](#) and approved them with edits. We followed up on action items from last meeting's minutes.

A teacher agreed to contact Ms. Nieves to get school spirit day added to the calendar for May.

We discussed having teachers make display boards featuring student work for Arts and Technology Night on May 15. Teachers wanted to ensure that themselves as well as colleagues would be given school time to put the boards together.

**Principal's Report**

Ms. Knudson shared that our Quality Review (QR) is going to be May 9 and 10, 2019. Ms. Kimberly Bradley will be conducting the the visit. She shared that she has forms to fill out in advance of the QR as well as phone calls with Ms. Bradley.

We discussed the parent meeting component of QR. We generated a list of parents who we feel represent our school community and might be willing to participate in this meeting. We kept in mind that we would also be looking for parents who would be willing to translate for their fellow parents. Ms. Knudson and Ms. Abrams agreed to reach out to individual parents via phone and invite them to participate.

Ms. Knudson shared that she would share all QR information with staff on April 16.

We checked in on our remaining CEP Goals (outlined in more detail below) and discussed that CEP goals should be guiding the work of our soon-to-be-established professional development committee. We thought about how our Effective School Leadership goal is supporting our other goals (Rigorous Instruction, Supportive Environment, Collaborative Teachers). We would also like to make sure the Strong Family-Community Ties goal is also supporting our other goals. Lastly, we discussed how we might tie racial equity into our other goals rather than have it as a stand alone goal. We will focus on new CEP goals during our May and June meetings.

### Collaborative Teachers

By June 2019, a vertical team will collaboratively design a listening and speaking continuum which will be implemented during the integrated unit of study and will result in a 5% increase in student progress between the first and second units of study.

Teachers shared that there was a vertical team that worked last year to create a speaking and listening continuum, however, grades have not been using any kind of rubric as it relates to the integrated units of study (IU). We spoke about keeping this goal mostly the same, but just tweaking it a bit. We also spoke about whether or not this goal is the most important thing for our students.

We discussed the need to focus on intervention for all of our students, but especially our lower grades. We also discussed how there is a big need for teachers to have training in intervention programs. We also discussed how something related to intervention, might fall under the Effective School Leadership goal.

One parent shared that many parents are afraid of getting early intervention services because they do not want their child to be labeled. We discussed that intervention/SPED could also tie into our Strong Family-Community Ties goal, by talking about increasing our parent trainings/education around intervention.

One parent shared that in her home country, she has attended whole class meetings that involve the teachers, parents, and kids where the classroom community comes together to try and solve and address any problems that have come up in the classroom.

### Effective School Leadership

By June 2019, school leaders will schedule six professional development sessions in order to provide teachers with tools and resources to discuss and develop instructional plans that address race, culture, and equity to be implemented in classrooms with students, as measured by teacher survey responses which measure their level of confidence in addressing classroom conversations about race, culture, and equity.

One teacher spoke with someone on the racial equity team and they reported that by June we will have met 4 PD meetings. We decided we may want to hold off on creating this goal until we have our other CEP goals.

Ms. Knudson shared that kindergarten offer letters went out from the central office, and there were 40 invites for monolingual and 25 for dual language, which supports 3 classrooms. This does not leave us any space for language learners that come to us and choose dual language. This is a right of parents of language learners. This does help us from a space perspective. We do not know yet what would happen if more ELL parents came and wanted their kids in dual. We would perhaps have to open a second dual. However, this would take up another classroom, and this would not happen until after the ELL evaluations occur in the beginning of the year.

We discussed the space challenges we will continue to face next school year. Ms. Knudson shared that room 217 is the only class that does not have students in it right now (this is a very small classroom and too small to fit a larger class, especially an upper grade class). We will need to add 1 section of 5th grade and 1 section of 3rd grade next school year. Before she left, Ms. Smith asked that we reduce Pre-K by one section to help with space accommodations. This had not been confirmed as of our meeting. Room 415 is also a very small classroom and too small to fit a larger class, especially an upper grade class. Room 306 will most likely remain the 12:1 classroom.

We discussed that we want to put school grading policies on the June SLT Agenda and let teachers and parents know so that they can attend as guests. We agreed that we would want the discussion to be structured so that we can stay on time and ensure we have time to work on next year's CEP goals. We would also like teachers to have vertical team time either in June, August, or September to discuss the homework and grading policies.

### **Parent's Report**

Ms. Abrams shared that every grade has money in their account from the PTA to support trips, magazines, books, or any other type of enrichment. Many grades have not made any requests. PTA needs their requests in by June 1. Ms. Nieves will be reaching out to all teachers again to remind them of these funds.

PTA elections are coming up. The nominating committee is being formed. If we know of parents who want to help run the elections, PTA will need help with that. Most importantly, we need parents to be on the executive board. We still need to figure out how we can better get the word out to get more parents to run. We spoke about getting teachers and parents to connect more with other potential PTA executive board members as a human connection is our best bet to recruit more parents.

We also spoke about recording the most important part of the PTA meetings and posting them online. Perhaps this includes survey questions that parents can answer who watch the video at a later date. The April PTA meeting is April 30th and the PTA will be discussing class parents for next year. PTA meetings have lacked Chinese translation, so Ms. Abrams is wondering if it's possible for the school to book the translation and the PTA to reimburse the school.

One parent shared that the Coffee with the Principal time seems scary to attend. We spoke about potentially renaming it to something more inviting. Ms. Knudson also wants to make sure that parents know they are able to bring in their younger children as well. We spoke about getting staff or parent volunteers to run a storytime for the younger kids. We also spoke about being more clear about what the event will be: ALL are welcome, including with your younger kids, PTA updates will be shared.

A parent shared that a spring dance is being organized by a parent for sometime in May. Aliteracy event is being organized by some parents and teachers for sometime this spring. A parent also shared that PTA is working to solidify many event dates for next year by June of this year.

Meeting adjourned at 7:42 pm.