

PS 516 Sunset Park Avenues Elementary School Leadership Team (SLT)
 September 10, 2019
 5:00 - 7:00 p.m.
 Library, Room 206

| Present | Absent | Guests |
|---|--------|--------|
| Michelle Giambo Amanda Blevins Melody Sosa Catherine Sanchez Roberta Cordeau Jessica Knudson Emily Baskin Claudia Lechuga Brenda Garcia Dennis Holinka Tory Messina | | |

The meeting was called to order at 5:05 pm.
 We read last meeting's [Minutes](#) and approved them.

1. New Roles- Chairperson, Secretary, Timekeeper, other roles

We did brief introductions. We reviewed bylaws of the school leadership team.

Co-Chairs: Dennis Holinka and Roberta Cordeau

Co-Secretaries: Emily Baskin (will type the notes at meeting), Amanda Blevins, Melody Sosa

Timekeeper: Catherine Sanchez

It was discussed that whoever adds an agenda item also includes how long the agenda item will likely take. It was clarified that we need to add agenda items before the start of the meeting so that all participants can come prepared. The removal process of SLT members was addressed.

Things that Can Be added to the "Report" part of the agenda SLT:

- Pertain to all 3 constituencies (admin, PTA, UFT)
- Pertain to the CEP goals
- Has been shared with constituents prior to meeting (ie: UFT member will check with other UFT members, or email the group, or do a survey)

The SLT mission was reviewed and added to the agenda:

Mission: The mission of the SLT is to provide a forum for parents, administrators, and staff to collaborate and function as a unifying voice, that reflects the diversity of our student body. SLT is a space to enact change and enhance the quality of education at PS 516, with the goal of developing kids as people who have agency over themselves and their world.

Principal's Report

- Welcome New Members
- CEP Feedback and Revisions

Members given time to review the "Introduction to the Comprehensive Education Plan." We reviewed feedback from Ursula Koffer and offered revising and editing feedback.

- Enrollment updates

Well under enrollment projections, so at this time we owe the DOE funds. Budgeting adjustments happen at end of October, will have updates at next SLT meeting. We anticipate that it will change as students have been discharged and new students are enrolling. This is happening with many other schools in District 15, too.

Teachers' Report

- Representing our constituents: how will teachers and parents reach out to their constituents prior to SLT meeting to equitably solicit feedback ahead of meetings
UFT will email constituents 2 weeks prior to meeting to give UFT members ample time to provide feedback on upcoming topics. UFT reps want to make it clear that each meeting will focus on a particular CEP goal on which to focus.
- Parent Coordinator

Teachers have been volunteering lunch and prep times to do some of the many things Raquel Nieves did as she is on family leave. Teachers volunteered time through June, parents volunteered time at the beginning of the year. Ms. Knudson did many of Ms. Nieves' tasks during the summer, but cannot continue to commit during the academic year. Ms. Diamond has created a volunteer sign-up for teachers and parents to fill in necessary tasks in the office. Dennis offered to reach out to parents to let them know this sign-up is available. Claudia offered giving parents access to a Google calendar so that parents could directly sign up and see times/tasks that are needed. Ms. Knudson also suggested needs for recess support--more adults is very helpful. Class parent email was already sent to families. PTA can draft an email and send to Ms. Knudson to send out to families. PTA is trying to drive membership for funding and events.

Parents' Report

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New Business (10 minutes)

- Parents are requesting more snack time for kids.
- Lunch time is too short. Perhaps what is driving more snack time is that kids don't have time for lunch. Teachers must be given a 50-minute duty-free lunch. Within that framework, we are bringing students to recess, back in from recess and lunch.
- A need for a resource room for students who need space to calm down or sensory needs. A special ed team has put together a sensory resource area with OT devices like chair straps, seat cushions, squeeze balls, etc. But there is not separate space available. Another suggestion was going outside for students. Students who have trouble

self-regulating have space in room available for students. There is also protocol for coping strategies like going to the hallway. But we don't want to turn it into an avoidance technique for students. Families of students who need these coping strategies are informed

- Math homework is too long, parents feel that they are being tested, not the kids. Need more information to follow-up (grade, what about math?).
- Cafeteria time: kids are playing a game called kicking game under the table at lunch time. Or horse bite game.
- Students using inappropriate words at recess. It was emphasized that we need more adults (parent volunteers) at recess. These things need to be reported. It was suggested to have parent workshops with school social workers around ways to follow up with social emotional learning at home.
- A parent complained that they saw a teacher get hit. These things need to be reported. Kids are telling the parent and the parent is telling the SLT parent rep.
- The A/C in the multi-purpose room.
- Request for a playground. This is not an option ever -- this is not a DOE building, but rented from the Catholic Diocese. We cannot do anything with the parking lot due to this lease agreement. We do have some imagination playground equipment that can bring in and out of the building. We are at capacity with building space so we can't utilize that either. There is the possibility of a rooftop playground on the new building. Parents could attend CEC meetings to ask the Diocese to repave the parking lot to make it more safe for students to play. There is also a possibility of petitioning for after-school program--CASA, discretionary funds.
- Parents concerned about getting enough breaks. Need more information.
- Parents asking about state testing results for the school. These are available online and parents can login to account.
- School box was missing orders, so organize it earlier?

Meeting adjourned at 7:14 pm