

PS 516 Sunset Park Avenues Elementary School Leadership Team (SLT)
November 12, 2019
5:00 - 7:00 p.m.
Library, Room 418

Present	Absent	Guests
Roberta Cordeau Dennis Holinka Amanda Blevins Dayanna Davis Emily Baskin Claudia Lechuga Jessica Knudson Tory Messina Serafin Luqueno Brenda Garcia Melody Sosa	Catherine Sanchez	

The meeting was called to order at 5:08 pm.
We read last meeting's [Minutes](#) and approved them.

Follow-up:

Principal's Report

- Grant research link with DOE info hub. This could be a helpful resource for everyone (grant tutorial, etc.) There is a PTA Committee focused on grant writing that will be followed up with by the PTA Executive Board.

Teachers' Report

- Would like communication from PTA introducing themselves to teachers and families so they know who to reach out to.
- Fundraising/grant opportunities from teacher email, such as selling food at PTA meetings, Participatory Budgeting, Amazon Smile. There was an issue with Amazon Smile because we weren't yet a 501(c)3, but now we are, so we need to follow-up. Members of SLT will send out to parents and staff about linking to Amazon Smile when purchasing from Amazon. \$1145 check from a 5K from Brad Lander for parents running in 5K. This might be the check from that run. For Title I schools, there is a reduced rate and 15-20 people only need for 5K. The money is still split equally across all schools evenly. We raised almost \$400 from the NYC Marathon by selling coffee, donuts, and overall donations. PTA Remind -- parents can sign up.

- Want to make sure there is no cross-over with PTA and what teachers (5th grade committee) are doing. Holiday shop needs to be decided on soon. We need a document for fundraising so teachers and PTA are on the same page. (action item)
- BoxTops now has an app. PTA will re-send home a flyer about it (action item)
- Class parent committee has met and each classroom has been assigned. Some teachers have been told and other teachers have not been told. Knudson said she would reach out to Deanna and Carrie about clarifying the protocol for class parent and then will forward the information to SLT. They will have a handout ready for PTC. The class parents can communicate with parents within the class. PTA can't reach out to parents. Class parent is a way for us aid in communication between parents and teachers.
- Deanna had created a document previously for fundraisers across the calendar year. Baskin will look into where this document might be.
- Clarify for teachers and families current PTA Exec Board members. Also letting teachers know committee opportunities for PTA that they can also join.
- On Election Day K-2 teachers met to start planning reading goals (as related to CEP goal). Students should be able to articulate their goal.

Parents' Report

- Parent survey had been sent out.
- At the executive board meeting it was brought up that when sending a funding request, when teachers request funds, be sure to include what class it is allocated for (for example if a teacher is requesting on behalf of another teacher, be sure to include on the request form what class it is for). Baskin will send out the new process form to teachers. There is no funding for cluster and out-of-classroom teachers because it might be seen as "double-dipping." Some teachers are wondering why do teachers who are creating funding opportunities and their own programs (for example, ENL brought in the theater program, Ms. Wong brought in the art fundraiser, Lessner pays New Victory teacher). It is inequitable and makes it divisive for teachers. The budget should be approved by the executive board for the benefit of all the kids.
- It was suggested that maybe some of the spending on the budget might no longer be relevant, for example the holiday books and the end of the year. It was clarified that this came about because some gifts were
- Some parents feel there is too much homework (from students who are struggling) and some parents feel there is not enough homework (from students who are excelling) while other parents feel that between extracurricular activities there's too much homework to do after. Homework is not mandatory, not part of grade, it's an opportunity for more practice. If students have a difficult time with it or cannot complete it (because of extracurriculars), please write a note to the teacher. Homework is a good data collection tool for teachers to assess what students are able to do and if they need support in small groups. Not all parents/caregivers are available/able to help their children with homework. The consistent feedback is asking afterschool to provide homework support to help teachers and parents.
- Some parents feel that lunch is too rushed. Are there specific grades that this is coming from? For 2nd grade, it seems to be going better when students have recess first then

lunch. Ideally, all students would have recess first then lunch, but it's not possible with scheduling. Typically, kids are sitting with a tray for a long time, socializing with neighbors, and they need reminders to eat.

- Some parents think we need more sports equipment. Ms. Baskin can speak w Mr. Muriel (action item)
- Some parents have concern that there is teasing going on that is almost reaching the level of bullying. Parents are wondering how to handle it. Ms. Knudson said it's really helpful when a parent comes and talks to her about teasing and bullying.
- Can Falanga lead a parent meeting about teasing- Jess will follow up (action item)
- One parent shared that some parents want more information about testing. A parent suggested the PTA offering pros and cons of opting out. Ms. Knudson addressed that *if you drop below 95% of students who don't take it, then those students are included in the percentage of students who are not proficient.*
- One parent address that D15 has more opt-outs than any other district. Someone said opt-outs tend to be white and wealthier families who do not want their children spending time studying for a test. That then has repercussions on the rest of the district and the school (funding, rating, allocating support for academic interventions, etc.)
- One parent brought up the need to address the problem of embarking and disembarking the bus with the new bike lane.
- Parent's Shared out a Survey they Sent Out to families. They had 22 responses. 3 in Mandarin, 1 in Spanish, the rest in English
- Some Themes that Came Up in Surveys:
 - Homework: too much, not enough
 - Families would be interested in doing the survey again
 - How can we share out information with families so that there is increased transparency? If we have more transparency then parents are aware of boundaries and guidelines
 - PTA can be a conduit to share information so that parents know information (limitations or boundaries) so that they understand where decisions come from and what is malleable and what is not malleable
 - Is there a way to share decisions with new members of the community (new grades ect) about why certain routines and boundaries exist
 - Community Board for out neighborhood meets on one Wednesday each month 6-9. Topics focus on rezoning with Industry City.
 - How can we share this out to get teachers, admin and parents involved in neighborhood events? Ie: walking tour of neighborhood, sharing info of community resources in a binder in office?
 - Clarity for families what to expect from admin, teachers, and PTA (transparency one expectations). Jessica and Claudia suggested reaching out to other schools' parent/caregiver handbook to get examples of ways to communicate this information to families.
 - Can we create a FAQs that can address the following policies routine.
 - Snack policy

- Yard use and facilities and space
 - Teacher contractual work hours.
 - Teacher's work day ends at 2:40pm
 - Explain UFT parent-engagement time
 - How to reach teachers with questions/concerns
 - Homework policy
- One parent brought up how helpful the name tags were on the backpacks. In the past, Jess and Raquel made these at the beginning of the year, but with Raquel on parental leave and only one administrator, these were not created.

New Business (10 minutes)

- Fundraising ideas: dances with teachers.
- Future SLT meetings share upcoming events.
 - Dec 4th Pre-K-1 dance (5th grade volunteers need an adult) Dayanna will create a notice for 5th graders.
 - Dec 5th 2-5 dance
 - Is anything being sold there to raise money?
 - We have many ideas that will solicit money from our community (ie: bakesale targets our students)
 - Food for holidays: Thanksgiving, Christmas, etc.
 - Sell plates
 - PTA needs people to volunteer for events (who will run the dance, etc.)
 - Partner with a local grocery store (Costco will donate with proof of 501(c)3 status) to donate a turkey, raffle \$.50 per ticket (PTA raffle)
 - We have many ideas that will solicit money from our community (ie: bakesale targets our students)
 - What donations can we get with our 501(c)3 status?
- One teacher suggested targeting more outside of school community so the money is not being donated only from our school community (outside corporations like Starbucks, Target, McDonald, etc.)
- A parent shared that we can do both: fundraising within our community and outside big-picture grants.
- A Parent shared: parents don't always want to donate or commit to be at events.
- A parent re-phased it as, how do we build a sense of responsibility to community
- For future meetings: we will have a time-keeper
- Agenda will be sent out a week ahead of time

Meeting adjourned at 7:27 pm

- Next agenda: Principal's Report, Teacher's Report, Parent's Report (include amount of time that you add to your item), fundraiser line item, Public comments as opportunity for parking lot, deadline: 24 hours ahead of time (Monday night by 7:00 pm)

- CEP Goal:

Action Item From Meeting	Owner(s)	Due Date
Get projected timeline on construction (in regards to safety)	Claudia	
Baskin will inform classroom teachers of how the PTA funding form works	Baskin	November 22nd, 2019
Amazon Smile notice to staff and families. PTA Remind notice.		
Box Tops- print and distribute flyer re: doing Box Tops App	PTA has the flyer and will reprint it	
PTA will decide if they will help pay 10,000 for KidsOrbit to supervise recess	PTA via Cara Chard	
Fundraisers for 5th	Dennis will send Dayanna the names of the "graduation committee"	
Send out paper's informing parents about how to get on the RemindAp.	PTA- since teachers and DOE employees are not allowed to give that info	
More sports equipment	Baskin will ask Mr. Muriel about what we have, how its used and any fundraising for more supplies he can do	
Document on Google Drive that teachers and parents can both access to track fundraisers so we don't overlap	Dayanna Davis	Dec 1st
Family Workshop re: bullying and teasing	Jess will reach out to Falanga	
FAQs - draft to be brought to next SLT meeting -reach out to teachers about	Blevins	

FAQs -reach out to caregivers about FAQs		
Share out a list of events like dances	Dennis	
Turkey raffle	Dayanna	ASAP
--Reach out to elected officials about funding opportunities (Tory) --DOE world (Knudson) --Foundations outside the purview of the school community (Claudia) --look at previous grants so we can copy and paste sections (Knudson) --point person on school side:		
PTA committee contacts shared with all members of PS 516 community	Dennis	