

PS 516 Sunset Park Avenues Elementary School Leadership Team (SLT)  
 February 11, 2020  
 5:00 - 7:00 p.m.  
 Room 418

Present	Absent	Guests
Roberta Cordeau (teacher) Dayanna Davis (teacher) Amanda Blevins (teacher) Emily Basking (teacher) Jessica Knudson (principal) Brenda Garcia (parent) Claudia Lechuga (parent) Melody Sosa (parent) Tory Messina (parent) Dennis Holinka (parent) Serafin Luqueno (parent)	Catherine Sanchez	

The meeting was called to order at 5:32 pm.

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

1. Norms (5 min.)

a. Reminder:

i. Mandatory participants of SLT are

1. Principal
2. PTA president
3. UFT representative.

ii. A meeting cannot be held without these participants. However, a proxy can be sent in place of the PTA president and UFT rep.

b. Missing three meetings in total means that you have to step down from your role in SLT. A parent suggested a procedure for informing someone if they are at risk of their attendance. This is a valuable representation, so it's important that attendance is consistent. Another parent suggested that someone who misses three meetings can still attend meetings as a guest, but to ask someone else to take spot for representation.

Action Item: UFT rep will reach out to teachers re: policy and they can still participate as guest

2. Principal's Report (20 min)

a. Chancellor's Guidance for Outdoor Play & Recess

i. Principal Knudson passed out an email regarding a "Guidance for Outdoor Play in Cold Weather." We often have students who do not have the proper attire to be outside during recess, which is quite concerning.

The Chancellor's notice states students should not be outside when the windchill is below 0 degrees fahrenheit. This email was sent as a part of the Principal's Weekly email information.

- ii. A parent suggested that we should share this information with the PTA to provide them with the opportunity to agree or disagree with the Chancellor's recommendation. The PTA can then agree upon a desired temperature for outside play. In previous years, that temperature was 34 degrees. Once parents identify an agreed upon temperature they can then share that information in the parent handbook.
- iii. A parent suggested the PTA sending notice home to families letting them know that the PTA will vote on this so they can offer suggestions for parents who are able to be represented at the PTA meeting.
- iv. At the start of the year we can let families know
- v. A parent suggested that we could have a stash of warmer things that kids could wear if they were dressed uncomfortably.
- vi. Within the Chancellor's notice it stated teachers must receive a letter from a doctor which states if a child should not be outside during recess.

#### Recess Support by PTA

- vii. An admin member asked if there are any updates from PTA regarding Wingspan funding or parent volunteers? Can they help with funding support? This can be a portion or the full amount.
- viii. A parent stated that at one of the PTA meetings, possibly in December, the PTA treasurer stated that there was no funding to support recess.
  - 1. A parent suggested that Principal Knudson submit a request form for recess equipment
- ix. Administration needs to make a decision within the upcoming month because the school budget will close within the next month. The feedback from parents during the PTA meeting was that recess is important to the parent body, and so if it is important is there a possibility to receive any funding or parent support during recess? Followup question - if there is no funding to support Kids Orbit is there more funding to support recess equipment or volunteers?

#### b. Wingspan Update

- i. Due to a new notice from the DOH, pre-K students can no longer attend Wingspan because they are required to have a "Group Child Care permit for any program that has Pre-K students enrolled", and so 4 PTA members have volunteered to be the point persons to support pre-K in Wingspan.
- ii. A parent shared that parents have voiced their displeasure in the way Wingspan is being run. The parents are also exploring additional options. She asked if there is any way that the PTA can support the 12 families affected by the Pre-K Wingspan change from 2:40 to 6:00 PM, Pre-K

students need care. Some of these families also have siblings in older grades, so it poses multiple issues for those families. Wingspan offered prorated rates for dates in the rest of the term. Perhaps the PTA can coordinate informal “playgroups” for the children to have care for the rest of the term. An informal playgroup does not require the same permit of a formal after-school program and it would create continuity for the children. Perhaps there are 2 parents each day of the week who can volunteer, rather than bringing the students to someone’s home.

1. This is not a school sponsored activity, this is a sponsorship on behalf of the PTA
- iii. A parent advocated for the families by asking that they continue to be a part of the program until the end of February. The families have already paid for their participation, as it is prorated, therefore they are looking for reimbursement.
- c. Hiring updates- Parent Coordinator The PTA
  - i. The parent coordinator application closed. An admin received many applications. An admin member is starting to go through the applications and is looking to put together a hiring committee with parents and teachers. This committee can be inclusive of teachers and parents. Please let her know if you are interested.
- d. Parent-Teacher conferences
  - i. March 5th--notices should have gone home today and are asked to be returned by Friday (Feb. 14th). The big spreadsheet for coordinating schedules is needed to be created. Two teachers offered to help create this Parent Teacher Conference schedule.
  - ii. She is also looking for any parent volunteers. Two parents offered to help.
- e. Website communication
  - i. The principal wants to make sure the website is updated regularly, such as the formal SLT notes.
  - ii. Parents can send calendar events directly to Yintee: [ycheung@sunsetparkavenues.org](mailto:ycheung@sunsetparkavenues.org).
  - iii. For SLT notes instead of saying people’s specific name, notes will only include “teacher” or “parent” or “principal.”

### 3. Teachers’ Report

- a. Next round of vertical team cycle will focus on CEP goals
- b. We have finished our first round of “vertical teams”. This is when we meet in groups that have teachers from a variety of grades. This is done to increase staff cohesion. We finished our first round of PD (Professional Development). The PD committee met to decide on next steps for PD based off of CEP goals. Soon teacher’s will start a second round of vertical teams.

- c. Our 3 main CEP goals will serve as the main focus for our next round of PD
- d. A teacher explained how we looked at the CEP goals using the Fishbone Protocol. We looked at areas of concern, then teachers named those concerns. Thereafter the PD committee met together to come up with primary goals that derived from those root causes. The goal is for the next few months we intend on building inquiry cycles to come up with ways that we worked towards meeting the CEP goals.
- e. A parent asked why it is being shared with the SLT. A teacher shared that these are the ways teachers are working in school to meet the needs of the CEP goals. This is teachers' way of progress monitoring the CEP goals. We wanted to update you with the actions we are taking to meet those benchmarks to ensure we are best meeting the students needs.
- f. A parent shared that she appreciates hearing the process that teachers are taking to meet the CEP goals. A parent also shared that she appreciates hearing how teachers are taking the time to make things clear for the parents to understand why we are taking the time to share our Fishbone Protocol. In the past we have created CEP goals that were considered ambitious, and so this year we selected goals that allow for growth areas. So part of sharing where we are is because we made significant steps in our PD time to share how we are working towards meeting those CEP goals. Parents also want to hear what is happening in the classrooms and then how that transfers into teacher instruction/ discussion. This information can then be shared at the PTA meetings, so parents are also aware of the teacher process.

#### 4. Parents' Report

- a. Sharing of SLT and PTA notes between orgs (can we share un-voted on notes?)
  - i. The parents would like the SLT notes shared during the PTA. They would also like to see the raw SLT notes before they are shared at the PTA meetings. The PTA is now shared with the informal notes and formal notes are posted on the website.
- b. Coordinating support for Wingspan Pre-K families (5 mins)
  - i. See above regarding the proposed plan for Pre-K students.
- c. Update on Parent Coordinator
  - i. See above regarding applications, interviews, and the hiring process for the Parent Coordinator role.
- d. Link to PTA notes:
  - i. The PTA executive board and the SLT will share unedited meeting notes
- e. CASA funding inquiry
  - i. A parent tried emailing Nancy Corona three different times, but has not heard back. A parent said he would follow-up with Nancy if the funding is reinstated and how we can gain access to it (it is unavailable in the school budget system).

- ii. A parent will go to Nancy Corona's office to speak with her in person regarding the proposed budget.
- iii. Nancy's email [NCorona@council.nyc.gov](mailto:NCorona@council.nyc.gov)
- f. Every classroom is now paired with at least one class parent.
  - i. Class Parents have been doing some great things. Here are some examples: In 1st grade a class parent planned a Family Friday event. In Pre-K, class parents have been organizing parent read alouds. Some class parents have scheduled volunteer time in the classrooms. Class parents have organized volunteers for PTA and school-wide events. Some have organized monthly birthday celebrations.

## 5. Fundraising/Grants

- a. Multipurpose room AC (Capital Funds) (5 mins)
- b. Update: A parent has not had the opportunity to reach out as per the previous meetings' action items.
  - i. Eric Adams
    - 1. There is an application going in to Eric Adams at the end of the month. The application is for the same capital funds for the AC unit in the school, which will cost between \$800,000 - 1.2 million dollars
  - ii. Carlos Menchaca
    - 1. Parents are having difficulty connecting with representatives from Mr. Menchaca's office to get more information about capital funds.
  - iii. Felix Ortiz
    - 1. A parent plans to meet a representative from this office after the break.
  - iv. Followup on CEC meeting - there was supposed to be someone there from the school construction authority about repaving the yard. It goes back to the way the lease was written. The DOE agreed to whatever the diocese except between 7am - 4pm, so the person who was supposed to come to the CEC meeting from the SCA to see if they know who we can contact regarding repaving the yard.

## 6. New Business

## 7. Public Comments

- a. Spring Carnival
  - i. The Winter Carnival was so successful, parents asked for a spring carnival. A parent signed up 11 parents to help with the Spring Carnival. The carnival will be in the yard. April 25, 2020 (12-3 [proposed time]) is the proposed date. A person said he would be open to it and he sent out his permit application to an admin member to fill out. Meetings will

- possibly be held in Burger King. A parent is going to speak with Father Kevin to see how they access their rides.
- ii. If the PTA decides to get a bouncy house for the carnival, then the PTA needs to get insurance for the bouncy house
  - iii. Shoutout to Yadira and her team for hosting an amazing Winter Carnival
- b. Fifth Grade Graduation
- i. A parent said a parent came to her about 5th grade graduation. This parent said there are too few parents on the 5th grade graduation committee. Having the PTA support with time and funds to relieve the burden on the families taking on a lot of the responsibility for the 5th grade graduation. A teacher clarified that they are creating the space for different opportunities for parents to get involved in smaller ways.
- c. PTA Committees
- i. A teacher brought up that teachers have expressed interest in PTA Committees, so wondering if there is a document of a list of PTA Committees and contact information. A parent said he would have someone from the PTA send this information to teachers.
  - ii. Nominations for PTA: Parent will share this at the following (February) meeting.
  - iii. Executive board for PTA is a 1 year term. Elections will happen this spring. Each position has 2 ppl with the title so if one person leaves, we need another person.
  - iv. Make sure that if the treasurer leaves, that someone else has access to the treasurer spreadsheets and can sign checks for the bank.
  - v. Teachers can vote in PTA elections

Meeting was adjourned at 7:01 PM.