

PS 516 Sunset Park Avenues Elementary School Leadership Team (SLT)
 March 10, 2020
 5:00 - 7:00 p.m.
 Room 418

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

The meeting was called to order at 5:07 pm.

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

1. Call to Order
2. Last meeting's Minutes: review, voting, and approval (10 min.)
3. Norms: Be kind, be safe, try your best (5 min.)
 - a. 1, 2, 3... then me.
 After speaking, give the opportunity for 3 others to speak. Purpose: to increase voice
4. Principal's Report (30 minutes)
 - a. Afterschool
 - i. Wingspan asked to come to the SLT meeting, but were unable. They would like to come to the PTA meeting to answer questions from parents and teachers. This would be a town-hall style meeting in order to be more transparent about the changes. Some parents shared that there are other ways to communicate with Wingspan families, perhaps electronically or 5:30 at Wingspan. The intent seems confusing--if they want to build and repair the relationship, then they should use their time to communicate directly to Wingspan families. Principal Knudson said she would pass this message along.

- ii. Matt and Paul from Wingspan asked if they could attend a SLT or PTA meeting to address parents concerns regarding the new changes with Wingspan
 - iii. A parent asked if the meeting is intended to be an open forum. The principal stated they intend the meeting to be run like a town hall meeting to address parent concerns.
 - iv. A parent suggested that if they would like to communicate with parents then they should hold a meeting at 5pm on a day when Wingspan is in session. This will result in more parents attending the meeting because they are already in the process of picking up their children.
 - v. However, a parent stated if their intention is to address the entire school community then it would make more sense for them to join the PTA meeting.
 - vi. There is also a possibility that Wingspan is trying to maintain their contract with PS 516 and repair parent relationships due to the issues that have come up with Pre-K regarding the DOH
- b. CEP Plan
- i. Part of the role of SLT is to craft and create the CEP. One way that this is done, is the school survey. It is essential for gathering data for the SLT.
 - ii. June meetings often become lengthy as we rush to get the CEP goals done. Let's devise a plan to use April and May meetings to prepare for our CEP work in June.
 - iii. The CEP Outline was shown and Ms. Knudson reviewed the outline and components of writing the CEP.
 - iv. Sections 4-7 are for the SLT to work on. (Continues improvement plan for ELA, math, ELL and IEPS)
 - v. Section 5 is set by the district based on school data. It is written in conjunction with the special education coordinator
 - vi. The principal suggested different ways the SLT can tackle writing the CEP.
 - 1. Options are we work on each of the sections as an entire SLT
 - 2. Or we split off into groups to work on specific sections
 - vii. Members agreed that the best method to tackle writing the CEP is by splitting up into groups with at least one teacher and one parent in each group
 - viii. Another member suggested that we each decide upon which section we would like to write about. This way we can come into the next meeting with ideas for each section to begin the writing process
 - ix. Can we begin writing the CEP before May/ June?
 - 1. You could, but you will not have as much data and information from the current CEP goals
 - 2. Also, last years' SLT members thought they planned ahead, but there were some technical difficulties that made the work futile

- x. Do we want to work outside of SLT hours?
 - 1. A member stated they would feel more comfortable working in groups during SLT time.
- xi. Last year ELL Progress and ELA/Literacy were mandatory; however, we do not know if they will also be mandatory next year
- xii. CEP goals often change when Chancellors change, we have the same chancellor so most likely last year's structure will remain the same.
- xiii. Parents will be given the opportunity to look over a paper version of the CEP to help in deciding which section they would like to help with

ELA/ Literacy	Sanchez
Mathematics	Davis
ELL Progress	Blevins
Physical and Mental Wellness	Baskin
Developing & Implementing Quality IEPs	Entire SLT

c. Longer Term SLT Projects

- i. Are there longer term SLT projects around really creating a strong grant committee, CEP goals, etc.
 - ii. What are some other long term SLT projects we would like to work on to improve our school?
 - iii. A parent mentioned grant writing as a project of interest
 - iv. Another parent mentioned after school support (interventions) that is more proactive rather than reactive. Support that does not begin only when test prep begins, but before.
 - 1. This idea was co-signed by another parent. They expressed concern for the development of writing
 - v. A few years ago we had a grant with AmeriCorps where students were seen for 30 minutes everyday. Students improved drastically. Students reading on grade level increased from 5% - 60%
 - 1. Parent - Why can't we apply for that grant again?
 - 2. Principal - The current president cut funding for the program. It was federally funded.
 - vi. A parent consigned that there have been a couple of grants we missed that could have helped support our children.
- d. Our decided long term project is grant writing
- e. Parent - Should we invite other parents? The PTA?
- f. Parent - Yes, we should include the outer community because there may be people who can support in the writing process

- g. Parent expressed interest in focusing on math, his child freezes up when it's hard, and the parent wants small-group support for math and perhaps ELA too.
- h. A teacher suggested that when we work on CEP- section 4 ELA and Math that we make sure our CEP goals reflect parent's desire for remedial-services for Targeted Interventions for students as well as professional development for teachers.
- i. <https://teach.com/what/teachers-change-lives/grants-for-teachers/>
- j. A parent asked to see good websites/list serves are for grants
- k. We are looking for grants that are 100k and up
- l. For next meeting: first part will be about grants (if someone could come in or get detailed email/communication), then progress reports, then brainstorm CEP for May meeting
- m. We need a designee to be the grant management person because it served as a full time job

5. Teachers' Report

- a.

6. Parents' Report

- a. Family Friday and increasing connectedness
 - i. Due to ongoing conferences, there was no Family Friday in some dual classes. A parent had offered to lead Family Friday, but not everyone saw it. Parent-led family Friday was a CEP goal last year, but perhaps we can revisit teachers reaching out to parents about leading.
- b. Lateness. Is lateness becoming a problem for the school and individuals? Let's talk strategies that we can use to reach families. This is in response to the message on the calendar saying that lateness will result in failure and no promotion to the next grades
 - i. A parent reached out to an SLT member that the language around "lateness" was worrying: Why was that happening? Is individual outreach happening?
 - ii. Principal Knudson is not the person making the calendar. The school currently uses templates from other schools to help support the creation of the school calendars.
 - iii. Currently, we have a significant numbers of students who are late often and they miss about 30 - 40 minutes of learning due to their lateness, which has a direct correlation to their academic success
 - iv. There is a strong correlation between perpetual lateness and students who are behind academically.
 - v. The school is addressing lateness on an individual basis.
 - vi. A parent asked: Is there something we as a community can do to support members of our community for whom getting to school is a real problem?

1. Buddy system where the kids walk together
 2. Teachers can try to problem solve with the students one-on-one for the students they know are absent often
 3. Principal Knudson suggested reviewing morning routines with parents and setting up a structure to help get their kids to school on time
 4. The PTA can send out cue cards on executive functioning for going to sleep on time, waking up on time, getting ready in the morning, etc.
 5. A parent suggested another workshop that was offered to parents last year - it was geared towards giving students autonomy on morning routines
 6. Parents shared that maybe parents should be told in person because it might encourage them to come to school on time
 7. Another parent suggested sending a notice home each time a child is late to remind parents of the importance of coming to school on time.
 8. This conversation has been tabled for another time
- vii. Family Friday
1. A parent suggested we have worksop during Family Friday where teachers lead a workshop on the importance of coming to school on time.
 2. Also parents would like advance notice about Family Friday because they may want to lead a session. Perhaps instead, "Parents may be interested in leading a Family Friday session"
Action Item: please remind teachers that they can invite parents to lead a session, and if so, please do it at least 1 week in advance
- c. Review PTA committees
- list: https://docs.google.com/document/d/1Fud8z7jGvD6etHd5q1jrU8ZwKHs_d8DAajzJSUzTE8M/edit?usp=sharing
- i. The PTA shared all of the existing committees and the names and emails of members
 - ii. PTA is in need of members for budget committee, plant sale committee, school clothes committee, Title I committee, translation committee, school merchandise
 - iii. The PTA earned \$1335.51 from the Scholastic Book Fair plus the individual books teachers requested from the fair
 1. All out of classroom teachers were not provided the opportunity to purchase books as well.
 2. This is something to think about for next year's budget
- d. There is a need for a new recess support committee for equipment funding etc. and a need for recess volunteers.

- e. In previous years the parent coordinator would send out weekly notices to parents to inform them of upcoming events in the school. Currently, the principal does not have the capacity to send out those weekly emails. In addition, the principal is not allowed to send emails to parent soliciting items from the PTA
 - i. Without a parent coordinator, we do not currently have the capacity to forward PTA emails.
 - ii. Update on parent coordinator role: continuing to seek candidates, looking for a bilingual Spanish/English speaker. Budget closed March 3rd, so candidates would not be able to start immediately, but maybe they could start in the summer. There are many parent phone calls, emails in the summer, communicating with families, etc. and also supporting summer school sight and supporting families and children there.
 - iii. We are still in the process of interviewing parent coordinators. The principal is open to keeping the position open until we find the right person. Note - the position is a 12 month position.
 - iv. A parent coordinator is especially needed over the summer to send out notices, scheduling, tours, registration, supporting families at the summer school site etc. and so the parent coordinator position is extremely important
 - v. The principal cannot send out a notice to families stating that the school is still looking to fill the position; however, the PTA can. The principal can seek to solicit from a specific population or appear to show bias towards a specific population.
- f. Fun Run -- time to sign-up in a few weeks, reduced rate for Title I schools. Last year, this netted \$1200, so please consider having at least 10 families sign up.
- g. Planning scenarios around the coronavirus:
 - i. There is a family letter that is going home tomorrow
 - ii. As of right now, if there was a staff member or student who was diagnosed with the Coronavirus the school would close for at least 24 hrs
 - iii. Currently, there are no plans to close the school. However, there was a survey that was sent to principals to ask how prepared your staff is to provide online instruction. If there was a school closing it would come from the Mayor's/Chancellor's office. Public schools are not planning to completely close.
 - iv. School personnel are promoting washing hands. A parent emphasized social distancing, as well. A parent suggested that in the online letters, there are links, so a way to communicate the important information (how to wash hands, etc.) to families.
 - v. The principal can only send home letters provided by the DOE. If there is any other information the principal would like to add to the parent letters then it would need to be approved by DOE legal.
 - vi. Is there specific guidance on children who are susceptible to illness?
 - 1. We are still waiting for direction from school officials

- vii. The school has designated Mondays and Thursdays as surface cleaning days. Each of the bathrooms have a form that must be signed by the custodians to confirm that all bathrooms are stocked with soap and paper towels. The principal walked around with the custodians to oversee how a classroom is being cleaned
- viii. The school is urging both families and staff members if they are not feeling well to stay home
- ix. Each of the protocols the schools are receiving are held with the utmost urgency and importance
- x. A teacher will send a visual informational that is also provided in Spanish
- xi. A parent volunteered to draft a notice to parents on all of the precautions the school is taking to keep students and staff members safe

7. Fundraising/Grants

- a. Capital funds request to City Council (2 minutes)
 - i. There is an online form from the Council's office that can only be completed by the principal. Ms. Knudson said she would follow up.
- b. How to find grants (3 minutes)
 - i. (See above)

8. New Business

- a. Proposal for afterschool 2020/2021 (10 minutes tentative)
 - i. Did not get updates by end of day today, but we're still pending for us to receive. Still hopeful about this opportunity for next year.
- b. Census 2020 and info to families (5 minutes)
 - i. Out-reach to families: there was a workshop last week (only 5 people attended). A teacher suggested sending notices home to families dispelling myths. It was suggested that we could communicate job opportunities for the census to families to collect data.
 - ii. Thinking about collaborating with the Girl Scouts and thinking of ways to raise awareness for the census to dispel the myths and stereotypes of the census

9. Spring Carnival

- a. What will happen with the Spring Carnival if the DOE cancels large gatherings?
 - i. This cancellation will come from the DOE and the permit for the carnival will then be null and void
- b. \$800 max for 2 bouncy houses, he will bring his own attendants, he will also bring 2-3 carnival games with his employees to run the games
- c. A parent suggested looking into setting a date in May or June in case the April date is cancelled.

10. Amazon Wishlist

- a. A parent created a recess wish list on Amazon to gather more recess equipment; however, some equipment items were meant to be removed by the principal

- b. The wish list has been taken down

11. Public Comments

- a. A parent brought up an issue with the homework: it's a lot of homework everyday. It's not a packet for a week, it's a lot of homework each night. A teacher suggested reaching out to the teacher to offer this feedback because each grade does it differently. The principal clarified that from the school-side, the only thing that is mandatory each night is reading, and if the other work is too much, the student does not need to do it, parents can write a note to teachers saying how long the child worked on the homework. It will not impact their grade. A teacher suggested that the library has free homework help. Another parent said that they talked to the teacher about doing IXL instead of the homework packet and parent writes that on the homework packet.

Meeting was adjourned at 7:24 PM.