

PS 516 Sunset Park Avenues Elementary School Leadership Team (SLT)

**Date:** Oct 12, 2021

**Time:** 5:10pm - 6:47pm

**Location:** Virtual

Present	Absent	Guests
Jessica Knudson Gabriel Radbel Carrie Flemings Thikra Esa Alexandra Salas Paeres Juana Aparicio Melissa Gawlowski	Celestine Salisbury	Natalie Francisco Monique Nelson

**1. Call to Order & Introductions**

- a. The meeting was called to order at 5:10pm
- b. Introductions were done for those who were present.

**2. Bylaws and Roles of the School Leadership Team (SLT)**

- a. **Established SLT Positions:** Principal, 5 parents (including PTA president), 5 516 staff (including UFT Chapter Leader or Proxy), Principal does not vote in any elections. *We can always have more or less but the number must be even.*
- b. **Established Norm:**
  - i. The SLT should have an equal number of parents and 516 staff members
  - ii. If you missed more than two consecutive meetings please give the seat to someone else who can attend (After calling a vote, the majority voted to continue adhering to this norm.)
- c. **Roles were explained and the SLT came to a consensus that we should wait until all positions are filled before assigning roles. This is expected to occur by the next meeting.**
- d. The Chair leads the meetings, ensures the agenda is put together ahead of time, and ensures the reports are in. The Chair also creates the link for the [virtual] meetings, and calls for the meeting to open [stating the time] and calls for the meeting to close [stating the time]. The Secretary creates the agenda and sign in sheet. The person in this role also takes notes as well as shares notes from the previous meeting. The Timekeeper is in place to ensure equity for all reports.
- e. **Current positions filled:** Principal, 3 staff members including UFT Chapter Leader (Salas/Radbel), 4 parent positions including the PTA president (Juana),
- f. **Positions that need to be filled:**
  - i. **One** 516 staff member (election needs to be held via UFT)

- ii. **Two** parent members (election needs to be called during next PTA meeting),
- iii. Inquiry made on whether it would be helpful to notify parents of the open SLT positions and upcoming SLT election. Perhaps add the SLT election to the PTA Meeting Flyer that will go out this week.
- g. **Do we want to continue on the second Tuesday of the month at 5pm?**
  - i. One parent might not be able to make this time. Another parent expresses that in order to accommodate all, we could re-consider the date and time of SLT meetings.
  - ii. **Currently the day and time will remain as is and future dates are as follows:** Nov 9th, Dec 14th, Jan 11th, Feb 8th, Mar 8, Apr 12th, May 10th, Jun 14th

### 3. Norms (5 min.)

- a. Be Kind, Be Safe, Try Your Best

### 4. Principal's Report (20 min)

#### a. Common Screener update

- i. Common screeners will take place from September 27th to October 29th 2021.
- ii. Screener #1 **Acadience** - K-2 ELA screener, helps teachers understand early literacy skills
- iii. Screener #2 MAP Growth: In kindergarten - 5th we will be using the screener to measure math growth. MAP Growth and it measures growth via iPad. Questions will get harder or easier based on how students respond to the questions.
- iv. Screener #3 STAR: The screener is given in English and Spanish to measure reading skills to give teachers a sense of where they are with skills and strategies in reading so teachers can get a targeted sense of information so they know where to begin working with students.

#### b. Parking Lot update

- i. The Parking Lot was finally re-paved. Rubber barriers will replace the white barriers to improve student safety in the space.

#### c. NYCDOE Covid policies

- Any individual showing signs of COVID-19 can only return to school when all the following conditions are met:
  - Received a positive COVID-19 test **AND** • Isolated for 10 days **AND**• The individual has been fever free for 24 hours without the use of medication.  
**OR**
  - Received a negative COVID-19 test **AND** • The individual has been fever free for 24 hours without the use of medication.  
**OR**
  - Never got a COVID-19 test **AND**• At least 10 days since symptoms started **AND** • The individual has been fever free for 24 hours without the use of medication **AND** Overall illness has improved

- Principal asked parents to share ideas on how to make this information easier for families to understand and receive (future suggestions are encouraged and accepted via any form of communication)
- A parent suggests sending a letter home and folding in COVID testing permissions as well

**d. Comprehensive Education Plans (CEP) Goals**

- i. *By June 2022 all teachers will use a revised reading data tracker to analyze students' comprehension level(s) about, within, and beyond the text, as measured by the F&P assessment to inform targeted intervention groups and instruction for student subgroups (including ELLS & SWDs)*
  1. What does progress monitoring look like without formal F&Ps
  2. Now that we have the common screeners, how can we use the information we'll get from Acadience and STARs to gather data and inform instruction?
  3. Suggestion: As an SLT we can look at the data during the next meeting. It could be helpful to see what data we are working with and how this could continue to guide the work we are doing in the school
  4. How will this measure writing? Will there be enough information/data for the younger grades to use? More information might be needed.
- ii. *By June of 2022, in an effort to elevate the voices of all students and encourage a growth mindset through risk taking and promotion of equitable voices, a pilot group of teachers will work on growing student discourse by introducing research based methodologies (Math Review and the 5 Practices for Orchestrating Student Discourse) and tracking student mastery of standards at established checkpoints in order to assess the impact as measured by pilot team monthly meetings.*
- iii. *By June, 2022, practices related to Social-Emotional Support will increase by ten percent, from 76% of teachers saying that adults at their school teach students the skills they need to regulate their behavior (by focusing their attention, controlling their emotions, or managing their thinking, behavior, and feelings to 86%, as measured by positive NYC School Survey responses, resulting in improved Equity & Student Voice.*
  1. **What does progress monitoring look like?**
  2. **What is our framework?** Responsive Classroom guides the work we do as a whole and the new into Reading curriculum has explicit Social-Emotional skills being taught into but.
  3. Should we be looking at specific standards and measures (possibly 4-5 areas of growth) and check in on these skills throughout the year?
  4. A teacher notes that this focus could help students especially those who are transitioning into the country, neighborhood, school, etc

5. How will we implement? How will we measure? What are our standards?
  6. **Possible first check-in:** A survey to teachers on where they are at, what they need support with, and what resources they need.
- iv. *By June 2022 there will be an increase in opportunities for parent advocacy and participation for students with IEPs through: visible services and information at Back to School night Formation of an IEP School committee with parent representatives that allows for the sharing of information among IEP families and caregivers and promotes self advocacy skills for IEP families teachers meet at the beginning of the year to learn how to better collaborate with families.*
1. **What do parents/families want to see here? What do they need to truly feel a part of this process?**
    - a. A first step suggestion by a parent: surveying parents to see how they feel and bring more voices to the table in order to get a better understanding of their thoughts, feelings, and needs.
    - b. Special Education Coordinator and Special Education teacher are working together on a handbook to give to parents to make the process more clear.
  2. Clarifying question: What was making the process feel opaque to parents? Understanding the IEP process

## 5. Teachers' Report

- a. K-5th will be working with Arlene Casimir and Cornelius Minor to begin our Anti-Bias/Anti-Racist work
  - i. In alignment with the mission & vision of the school as laid out last year
  - ii. Parent shared in the chat, they would like to begin the conversation about how parents can be part of this work
- b. K-2nd grade teachers will have weekly coaching and professional development with Jessica Johnson as part of our multi year grant with Jumpstart and Early Reading Matters to improve the reading and writing of K-2nd grade students
- c. UFT elections will be held to fill SLT positions

## 6. Parents' Report

- a. First PTA meeting will be next week

## 7. New Business

- a. Moving forward, all members of the SLT will be able to access this year's files in the SLT folder. Members can find the Sign In Sheet, Contact Sheet, Agenda and Informal Notes
- b. The principal suggests to share the SLT Zoom link on the school calendar. We can ask Ms. Barker to share the link on the calendar on the website

## 8. Public Comments

- a. Call for public comments or questions from guests

*The meeting was called to a close at 6:47pm.*

<b>Action Item From Meeting</b>	<b>Owner(s)</b>	<b>Due Date</b>
Determine the teacher survey for Classroom SEL baseline and support		