

School Leadership Team Meeting Notes
Monday, September 16th, 2024
4:30PM-6:30PM

1. Establishing SLT Roles (10 minutes)
 - a. Timekeeper - helps us stay on track, Heather Clarke Mackin
 - b. Note taker - rotating role amongst parents
 - c. Chairperson - create agenda, send out meeting invitations, Emily McNally

2. Establishing Norms
 - a. Uphold a collaborative Spirit
 - b. Be Present
 - c. Stay on task and on time
 - d. One mic/one voice
 - e. Ask Questions
 - f. Smile

3. Discuss Availability to Choose a Permanent Meeting Day/Time (10 minutes)
 - a. [Availability](#)

4. Review and Amend [Bylaws](#) (10 minutes)

5. Schoolwide Updates from Sonita (15 minutes)

Sonita is looking for a Special Education teacher to hire for our Upper Division ICT classes. We received the resignation of one of our SE teachers in August 2024. We now have two SE teachers who are shared across 6, 7 and 8 grades currently. Sonita is also actively looking for a Spanish teacher for our Upper Division grades. If and when hired, our current Spanish teacher will return to teaching Spanish in the Lower Division.

6. Review Budget (15 minutes) See below for a section of the budget that is not shown when I save it. -

7. [Review CEP Goals & Action Plans](#) (30 minutes)

We will be continuing with HMH for grades K-5 and book clubs. Sonita ordered additional module books to be given to all the teachers. We will be doing HMH into Writing for K-5. Parents will still be invited for in-class writing celebrations. Reading and Writing for grades 6, 7 and 8 are teacher-created lessons which are novel-based with themes.

For Math, we are using Eureka Math for grades K-5. Once teachers are trained in Desmos, we're going to change to Desmos. We are already using it for grades 6 to 8 and will start using it for grades 3 to 5 as well. Eighth graders will take the Algebra 1 Regents.

For Science (K-8), we will continue with Amplify. For Social Studies, Civics for All (K-8) and Passport for Social Studies (K-8) will be used. We will need to wait one more year before we can get the Social Studies Regents into the Upper Division as we need a teacher who has the certification for this.

iReady testing at the beginning of the year is going to help our teachers pinpoint areas for development for their students. They will compare those findings against the standards identified in the state test results. We will look at trends across students.

3rd and 4th graders are learning to type in order to prepare them for online state testing. 3rd graders are learning twice weekly during their technology class. iReady and Acadience also helps students practice and get accustomed to online testing.

We are starting electives tomorrow, 9/17. Art is an elective in the lower grades. Soccer, Chess and Astoria Film Festival are electives for the Upper Division. 3rd and 4th graders will have Hip hop, Chorus, Student Government, Newspaper, Yoga and Fitness choices. 2nd grade will get Architecture this year. Architecture will be in the first half and then Art the second half of the year. 2nd graders will get two periods for electives once they start.

Meet the Teacher night went well. Parents reported positive feedback - e.g., joy in being able to attend in person. We discussed options for the future so that parents who can't attend in person could join remotely. One idea shared was to have the last session of the night be a dial-in meeting for remote attendees only. Another idea shared was to hold two of these meetings in person and one remote across the school year.

8. Share Student Expectation Guide (10 mins)

- a. [LD](#) [UD](#)

9. Choose Dates for SLT Meetings (10 mins)

We agreed to meet on Monday afternoons from 4:30 to 6:30 pm once a month for SLT this year. Next date will be on 10/7 or 10/28. Exact dates will be communicated via email.

10. Reports (15 min)

- a. PTA

The September newsletter will be distributed soon. The Flower fundraiser has been launched.

- b. UFT

The COVID memo is coming back. If a teacher gets COVID, they get up to ten days to be out of school for the year. Our school follows CDC recommendations for when the teacher or student with COVID is permitted to return to school. Questions also arose regarding whether guidance for how lice is handled in school has changed. Sonita will look into this.

Parent concerns were raised regarding the use of electronic devices on school buses for elementary grades. Sonita will look into OPT rules for this. There are no matrons on the buses unless it's a special education bus. A parent suggested that a digital pledge amongst families would be great along with workshops to educate parents about digital safety for kids.

Parent engagement time of 55 minutes a week is reserved for teachers to meet with parents. No specific window of time is set up for this. Teachers can schedule with parents based on their availability. Parents can reach out to teachers to request a meeting. Meetings can be in person and can be during a prep period if necessary. Teachers just need to let administration know when a parent is coming in.

c. Principal

The safer access door is up and running at the Lower Division. It's also set up at the Upper Division, but is not up and running yet. In the Lower Division, the doors will be locked after 8:30 am. No one can get in between 8:30 am to 2 pm without buzzing in. The parent requesting entry must state their name to gain admittance. This would apply to middle school students arriving to school late by themselves in the Upper Division once the safer access door is operational at that location.

Fire evacuation and soft lock down drills will be informed drills going forward. Families will be informed in advance (the week of) that these are happening. Holds and shelter-ins are not practiced via scheduled drills, but students are taught about them so they know what to do if/when these happen.

11. Parking Lot: Remaining Questions & Comments (5 min.)

We will review testing data at our next meeting.