

**School Leadership Team Meeting
Meeting Minutes
Virtual Platform - Zoom
Thursday, March 25, 2021
5:30 pm – 7.30 pm**

Members in Attendance: Sonita Ramkishun (Principal), Ali Lisberger (SLT Timekeeper + UFT), Chidi Amasiani (Teacher), Kiera Sullivan (SLT Chairperson + Teacher), Jean Kim (Teacher), Maria Hantzopoulos (PTA Co-President), Sara Clough (Parent), Sue Sekar (SLT Secretary + Parent), Ian Koh (Parent), Fiona Yung (Parent)

1. Call to Order

The meeting was called to order at 5.33pm.

2. Review and approval of Feb 24, 2021 SLT meeting minutes

The draft minutes from the February 24, 2021 meeting had been shared in advance. A motion was made to approve the minutes. The motion was seconded. All were in favor; none abstained.

The approved minutes will be published on the school and PTA websites.

3. Review and approval of SLT By-laws

Sonita informed the SLT that the DOE lawyer had reviewed the updated SLT by-laws and they were ready to be signed by Sonita, Ali and Maria. The date the bylaws were adopted (at the bottom of the document) would be updated to March 25, 2021 and then signed.

Ali made a motion to approve the minutes (with the correction of a spelling error). The motion was seconded by Chidi. All were in favor; none abstained.

4. Updated on Diversity Committee

Sonita updated the SLT with the activities of the Diversity Committee which had met twice since the last SLT meeting. The Committee was divided into two sub-groups – Office Helpers (who made phone calls to pre-K Centers, Community-Based Organizations - CBO's and other relevant organizations) and Community Outreachers (who delivered flyers, visited housing commission estates etc.)

The Committee had also hosted a community sign-up in the school yard and is planning virtual information sessions next week (March 31st and April 1st). Attendees will need to sign up on the Q300 website. Applications to register interest for G&T programs is April 9th.

The Committee felt their outreach was very useful as some pre-K's who they spoke with were not aware of the changes in the process for G&T applications.

5. Comprehensive Needs Assessment Analysis

The SLT undertook a comprehensive needs assessment to identify gaps we should address in next year's CEP. The SLT will spend the next few months reviewing our existing CEP and assessing strengths and needs, with a view to updating the CEP goals for the 2021/2022 school year.

The SLT split into breakout groups to discuss data that had been collected, and identified strengths, needs and priority areas to address the needs, as follows:

1. (a) Data Source: Fall 2020 Survey (MS students, parents, teachers)

Strengths:

- 98% of students said they had access to technology for school work.
- 93% of students said teachers were available when they had questions.

Needs:

- SEL and student well being. 56% of students were stressed.
- Peer to peer connection was comparatively weak versus student-teacher connection.

1. (b) Data Source: Fall 2020 Survey

Strength:

- 95% of survey participants were happy with communications from the school administration.

Needs:

- Lower division families were concerned with the online learning environment for the younger students (not school specific).
- Social emotional learning – parents were concerned with their child's development.
- Physical health – teachers were concerned with the lack of movement opportunities for students.

Priority Area:

- SEL focus - Foster peer to peer connections to assist with social emotional and academic growth.

2. Data Source: School Quality Guide (2019/2020)

Strengths:

- All responses had improved from the prior year.
- Supportive environment and Trust both increased a lot.

Needs:

- Lowest rated area was bus transportation.
- Students did not feel challenged in class.
- Students misbehaved when teachers were not watching.
- Over half of the teachers believed that bullying was occurring.

Sonita noted that this data was over a year old and since then, there has been a focus on SEL resources to address the above needs.

3. (a) MAP Growth – ELA Assessments (students' online assessments)

Strengths:

- Evidence of strong reading skills, which matches teacher observations. The data showed that most K-5th and 8th grade students were reading at a level at least 2 grades above their level. Some were several grades above, with some 4th-8th graders reading beyond 12th grade level.
- 6th and 7th grade students on average were reading at a range of grade level, up to 12th grade.

Needs:

- K students had lowest scores for Writing and Conventions of Academic English.
- 1st Grade students had lowest scores for Foundational Skills
- 2nd-5th and 8th grade students had lowest scores for Understanding language craft and structure

- 6-8th grade students had lowest scores for Understanding Key ideas, details and connections, and also fewer students were reading beyond grade level.

Priority Areas:

- Understanding detail and making connections, and understanding writing and language structure.
- A possible action plan mentioned was incorporating vertical planning – so higher grade teachers are working with lower grade teachers on what foundations are needed in lower grades for ELA success later.

3. (b) Math - Savaas Realize Envision Standard Data

Strengths:

- Counting, numbers operations, Base 10, measurements.

Needs:

- Algebraic thinking is where students K-8th grades are scoring the lowest. It is a harder type of math thinking to learn in a remote environment.

Priority Areas:

- Algebraic skills, critical thinking, explaining solutions to math problems and real world connections.

6. **SLT Meeting Date update – April 2021**

The original April SLT meeting date of April 15th had been changed to April 13th by the SLT members due to a conflict, however needs to be changed again. The SLT agreed on a new meeting date of April 22nd (subject to confirmation that the PTA meeting is on April 29th).

7. **Reports**

All reports were submitted in advance of the meeting and taken as read. Full reports are attached as Appendices to these minutes. Any updates to those reports (discussed in the meeting today) are outlined below:

a. **Principal Report – Appendix 1**

In addition to the items outlined in the attached Principal's report, Sonita noted the following:

- Although the CDC has issued guidance about children only needing to be 3 feet apart rather than 6 feet, the school has not received any official guidance yet.
- Pending start date for the new opt-in period is the end of April 2021.
- In response to a question about pre-K teachers' ability to conduct the G&T assessments, Sonita noted that the DOE has said they will give pre-K teachers training on how to do the assessments.

b. UFT Report - Appendix 2

No additional updates.

c. PTA Report - Appendix 3

No additional updates.

8. Parking Lot: Questions & Comments

None (questions asked and answered during Principal's report section)

9. Next steps

In the April 2021 SLT meeting, the SLT will review the CEP in the I-Plan portal and continue building out the priority areas, assessing needs and building SMART goals for the 2021/2022 school year.

10. Adjournment

Appreciations were shared on the following;

1. Today's great meeting, which had been run very well
2. The flexibility displayed by students, parents and staff during these very challenging times.

The meeting was adjourned at 7.43pm.

APPENDIX 1 – Principal’s report – MARCH 25, 2021 SLT

Staffing Update:

- Our ENL provider is scheduled to come back after the break. Our ATR who have supported students in this position will be reassigned at our school based on need.
- Our LD technology teacher will be live streaming into the classroom for the rest of the school year due to a medical accommodation. We have a long-term sub that will be supporting this effort. There are no changes to the student schedule.

Building Updates:

- The Upper Division building has been closed due to 2 or more unrelated cases. The Upper Division building will reopen tomorrow March 26 for Group B students and 5th grade Group C students.

New Opt-in Period:

- Yesterday, all remote families received an email from stating that the DOE opt-in survey has opened for any remote student to join in-person learning. **The deadline to complete the survey is Wednesday, April 7th.** We also asked families to complete a Q300 internal survey just in case the DOE data does not get updated with the new learning preference.
- Currently our Kindergarten, 1st, 2nd, 5th, 8th grade classes are 5 days a week while 3rd, 4th, 6th and 7th grade students are following the A/B group schedules. These grade level schedules may vary based on the number of students who opt-in.
- **The expectation will be that ALL in-person students are attending classes in the Q300 school building unless they are quarantining due to travel or being a close contact or other health related issues.**
- Students who opt-in to return to in-person (blended) learning will receive a start date towards the end of April. We will communicate your child’s actual start date with you soon.
- Please see the surveys here:
NYC DOE survey: <https://www.nycenet.edu/surveys/learningpreference>
Q300 survey : <https://forms.gle/5UhsSxrYqsmqwrFm8>

Student Enrollment for the 2021-2022 school year:

Office of Middle school enrollment confirmed we will have two 6th grade classes next year. As of right now the class breakdown will be: 1 ICT class and 1 General Education class in 6th and 7th grade. 8th grade will have 1 ICT class and 2 General Ed classes.

Diversity Committee Updates:

As a team, we have called different organizations, dropped off flyers, hosted a community sign-up event, emailed other parent coordinators digital flyers, and shared digital flyers with other communities within Queens. Upcoming, we will be hosting a virtual Q&A session on March 31 and

The 30th Avenue School (Q300)



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M: (718) 626-8502 F: (718) 626-8508

K-8 Citywide Gifted and Talented School

Upper Division: 31-51 21st Street, LIC 11106: 5th Floor
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Principal | Sonita Ramkishun
Assistant Principal | Anna Milonakis

April 1 to answer any questions about the process and share a little about Q300. We will be posting our open house video soon. The application to submit interest for G&T admissions closes on April 9th. I am proud to say that Q300 went above and beyond to provide Opportunity, Access, and Awareness within our community.

State Testing:

As of right we are awaiting the final decision about State testing. After April 7th, we will be surveying remote families to see if they would be interested in sending their child in to take the state test. There is no pressure on the student to come into the building however no test will be administered remotely. It will require a lot of planning on the school's end to ensure safety protocols are adhered to during testing therefore we are kindly asking remote families to make a decision when the time comes.

SEL Day and Wellness day:

Tomorrow we will celebrate SEL Day and Wellness day as a school using the acronym B.R.E.A.T.H.E. Thanks to our amazing SEL team, they have created activities for students K-8 to participate in this initiative.

APPENDIX 2 – UFT report – MARCH 25, 2021 SLT

1. Chapter Elections: This spring our members will vote for a chapter leader, delegate and paraprofessional representative. Those elected will serve three year terms.

2. Lobby Day: I attended Lobby day on March 12, 2021. Myself and six other UFT members met with Senator Michael Gianaris and other assembly members to discuss the UFT's 2021 Albany Legislative Priorities. We urged them to support the UFT's proposal which calls for:

- academic intervention teams in every school, including more school counselors, psychologists and social workers;
- smaller class sizes in 100 of the city's neediest schools;
- extended summer learning programs;
- special initiatives for high school students; and
- a program to help teachers assess and respond to their own stress and their students' stress.

3. Updated CDC Guidelines: Although the Mayor announced the new opt-in period, no changes to the original agreements have been made at this time such as reducing the space between students from 6 feet to 3 feet. The DOE is gauging how many parents are interested in sending their children back to school.

APPENDIX 3 – PTA report – MARCH 25, 2021 SLT**1. PTA Enrichment/Funding Update**

- PTA will fund K-2 enrichment cycle with Arts Connection for remainder of year
- Due to scheduling conflicts, there will be no PTA funded enrichments for UD, and will not continue for grades 3-5 (those grades will continue with CASA, funded through a grant)
- The PTA is working with the school to order 42 more chromebooks of which the PTA will use the \$15,000 approved funds. The school already purchased about 60 more from roll-over funds. We will have purchased over 140 chromebooks this year!
- Several funds will be applied for professional development for a couple of the teachers and responsive classroom will be offered for next year as teachers receiving trauma informed trainings this year

2. Events

- The PTA is planning more virtual events to help support our school, three events of which are coming up starting this weekend and will be spoken about briefly in committee reports. Please don't forget to sign up for the events.
 - **Mango Lassi Event:** March 26 hosted by Anar Bhimani Chanda and family
 - **Salsa Event:** April 10 hosted by Suni Caraballo
 - **Auction:** May 15 Virtual Game Night to celebrate
 - Online Auction runs for two weeks in May (May 7-23)
 - Collecting Teacher Prizes (Sue Sekar has sent email)
 - **Fun Run:** Early May
 - **Spirit Wear Design Contest:** the PTA has launched "Q300 Strong" spirit wear t-shirts. The PTA will coordinate a design competition for the t-shirt and a bookmark, all of which would provide a creative opportunity for Q300 students. Providing the t-shirts school-wide would be a way to help amplify community spirit, given this unprecedented, difficult year, where the Q300 community has not been able to meet in-person. The remainder of the t-shirts would be sold to non-Q300 students, including Q300 family members. The school will cover the costs of the bookmarks.
- Teacher Appreciation is in the works too:). Stay tuned!

3. Shopping Sites: We have lots of connections and kickbacks with: [Stop & Shop](#), [Amazon](#), [Goodshop](#), [Shutterfly/Tiny Prints](#), [Children's Bookstore](#), [Book Culture](#), [Primary.com](#), [TEA](#).**4. Appreciations**

- **Zumbathon Success!** We had about 25 attendees and raised almost \$1500! Thanks to Maria, Lynn, Marisa and Erica for their work and to our co located school partner PS 17 in helping to plan. Also, strong appreciation for teacher Alejandra Villadiego for donating the class. Please donate still. Here is the link:

<https://charity.gofundme.com/o/en/campaign/q300zumbathon2021>

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- **Informal Drive-In Movie Night.** Thanks to Susie Stewart for the Drive In movie night (and others Yvette, Tomonori, Abby, Erica, Maria, Lynn). We had so much fun watching babe (16 Q300 car loads). They also screened a welcome Q300 movie for us :)
- **Lunar New Year Crafts.** Our families ran dome crafts at different times. Thanks to Amy He and Stephanie Wang for the youtube video, as well as Evon Lopez for the craft making!

5. Community Affairs

- The CEC is in the midst of elections and candidate forums are happening! Some tonight!
<https://learndoe.org/cec/candidateforum>
- One School Update: The committee seeks to consolidate Q300 into one building. Currently, Q300's grades K-4 are located on the P.S. 17 campus; Q300's grades 5-8 are located several blocks away on the P.S. 126 campus. The group has had about 5 meetings in the last month with the Executive Superintendent and our local elected officials.