

**School Leadership Team Meeting
Meeting Minutes
Virtual Platform - Zoom
Tuesday, May 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)

In attendance: Kaylie from LGBT Network (departed after her presentation, agenda item 3 below)

1. Call to Order

The meeting was called to order at 5.33pm.

2. Review and approval of April 22, 2021 SLT meeting minutes

The draft minutes from the April 22, 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. Presentation from Kaylie from LGBT Network

The school is working with the LGBT Network to implement parenting workshops (all grades) and workshops for 5th to 8th grade students.

The workshops (called LGBT 101) are a basic introduction to what it means to be LGBT and will discuss various topics such as gender identity, stereotypes, inclusion and the importance of using the right pronouns. The presenters do not try to change minds or force opinions – the program's goal is to educate and provide a safe space to ask questions. The parenting workshops also aim to provide language for parents to use when having conversations with their kids.

Other resources provided by the LGBT Network include a recommended book list and a free monthly parent support group.

Sessions will be tailored/modified for each grade so they are age-appropriate. The session will be comprised of a presentation with participation, questions and answers, so it is interactive.

4. Instructional Focus for 2021-2022:

The instructional focus for 2021-2022 for Q300 is: If we collect and analyze data through multiple methods, teachers will be able to use that data to drive instruction and differentiate to meet students on their levels.

It is important for us to collect the data and take our time with this goal over the next few years, to help bridge gaps that have come out from this pandemic. This instructional focus has been discussed with staff and everyone was on board.

Note that the Instructional Focus is an internal tool – and does not specifically go into the CEP.

Parent members of the SLT suggested including social-emotional and inquiry-based learning in the instructional focus.

5. Review and develop action steps 2021-2022 school year:

The SLT Committee broke out into small groups to go through the action steps developed over the last few months, and add, edit or alter the action steps as needed.

2020-2021 Action Steps	
<p>Literacy (Diversity)</p> <ul style="list-style-type: none"> • <u>CHANGE</u> wording on assessing students and <i>determining gaps</i> to say that we will assess <i>areas to grow</i> • <u>ADD</u> inquiry-based and project-based instructions (and add some PD's on these) • <u>UPDATE</u> planning periods and vertical planning to include inter-visitations amongst teachers more consistently 	<p>Jean, and Maria H.</p>

<ul style="list-style-type: none"> • <u>UDPATE</u> wording about planning to include planning across disciplines (eg, interdisciplinary connections across ELA and Social Studies). • <u>ADD</u> social-emotional aspect (student's well-being during the pandemic and making them feel safe in the learning environment) 	
<p>Math (Diversity)</p> <ul style="list-style-type: none"> • <u>ADD</u> Parent workshops (1-2 per semester) on explaining mathematical thinking • <u>ADD</u> Professional Development for teachers to obtain an in-depth understanding of the math standards at the beginning of the year • <u>ADD</u> Inquiry team process – take 5 students who are struggling, analyze the data and develop strategies to improve student outcomes 	Chidi, Sue & Sonita
<p>Science (Diversity)</p> <ul style="list-style-type: none"> • <u>CHANGE</u> goal from referencing only experimentation to <i>research and experimentation</i> • <u>DEFINE</u> or clarify anchor phenomenon • <u>ADD</u> <i>Project-based</i> to the section on lab activities • <u>CHANGE</u> student-led activity to <i>students conducting one lab or one project-based activity independently</i> • <u>ADD</u> <i>research</i> into the evidence and reasoning construction of explanations 	Kiera, Fiona, & Ian
<p>Social-Emotional (Wellness)</p> <ul style="list-style-type: none"> • <u>ADD</u> PD opportunity to invite LGBT Network to talk to teachers • <u>DELETE</u> section on having a discussion on whether teachers use their own SEL Strategies or apply a consistent framework – the group concluded that it's important to have the same framework and approach within the school • <u>ADD</u> having a trauma-informed approach where relevant staff discuss at-risk students and brainstorm support strategies • <u>ADD</u> into student reflections their experience with COVID • <u>ADD</u> monthly check-in with students 	Ali and Sara

6. Principal Updates

- a. Staffing Updates
 - Teachers have submitted their preferences for 2021-2022 classes.
 - One teacher will not be returning as they are moving.
- b. Graduation
 - K, 4th and 8th grades are hosting virtual celebrations.
 - For those days, ALL students in those grades will be remote so they can attend the virtual celebration.
 - There will be an opportunity for in-person pick up of a goody bag and for students to take a picture with their teacher.
- c. Budget (roll-over money \$72/child)
 - The school budget for next year has not come out.
 - ~\$37k from the current budget will be rolled over to next year.
- d. School Supplies
 - Will be purchased by the school this year.
 - Kindergarten through 4th grade supplies will be delivered to the school as supplies are generally shared.
 - 5th to 8th grade supplies will be sent to students' homes as the supplies are used by the individual students.
- e. G & T Admissions
 - No updates – the waitlist has not been released to the school yet.
 - Q300 is preparing for mid-late June for registration of 1st – 3rd grade students and August registration for Kindergarten.
 - We will also have some 6th grade incoming students.
 - Middle School will have one ICT and one general education class for each of 6th grade and 7th grade, and 8th grade will have one ICT class and two general education classes.
- f. Summer Rising

Q300 is now showing up on the website. The program for our school will be at PS 234 (for elementary school grades) and IS126 (for middle school grades). Families can register at other school sites, if they choose. IS126 has two organizations who are working together for the Summer Rising program - YMCA and Global Kids.

g. End of Year Data Map Growth (June 2nd)

We will be using Map Growth again – the teachers will send passcodes to students and students will do the assessments in person or remotely.

h. Remuneration logs

SLT logs have been completed and will need to be signed at or soon after the final June meetings. The log includes the SLT training in January.

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

No additional updates.

b. UFT Report - Appendix 2

No additional updates.

c. PTA Report - Appendix 3

No additional updates.

8. Review June 2021 SLT dates

The Next two SLT meetings are on Thursday, June 10 & Wednesday, June 16.

If the school budget is not received by the June 16 meeting, the SLT will discuss the budget when we return to school in September 2021.

9. Parking Lot: Questions and Comments

None

10. Next steps

Sonita will send the edits to our CEP goals to the CEP team to input, and then the SLT will review the CEP goals again next month before signing off for the next school year.

School budget discussion is also planned for June (if it's ready).

11. Adjournment

Shout-outs shared for:

- Kiera's birthday!
- Kiera for Chairing the SLT Committee this year
- Sue for keeping the minutes for the SLT this year
- All the of the administration and teachers for how much they have done in a very difficult year
- The students for their resiliency
- Parents and families for all the support
- Teachers and staff who stepped up and donated their experiences or items for the Stepping into Summer Auction – kids are so appreciative!

The meeting was adjourned at 7.28pm.

APPENDIX 1 – Principal’s report – MAY 25, 2021 SLT**Updates for Reopening 2021-2022 as per Chancellor:**

The chancellor shared with all principals and DOE staff members some expectations for next year. We do not have all the information as of yet to envision what a day would look like next year, but this is what we do know as of right now:

- All students, all teachers and staff will return to school in-person this fall.
- There will be no fully remote positions in the fall. COVID-related remote work accommodations for school-based employees will not be available next school year. However, our regular application for reasonable accommodations will continue to be available for employees.
- Masks will continue to be a requirement in all DOE buildings.
- Individuals with any COVID-19 symptoms will continue to be required to stay home.
- Students, teachers, and staff will continue to complete the daily health screener at home.
- Every school building will continue to have an assigned nurse.
- We will continue to ensure all ventilation systems are working in every classroom.
- On-site COVID-19 testing will continue in school buildings as recommended by applicable health guidance.
- The Situation Room will continue to support schools in the management of positive cases, following the applicable health guidance.

RESO-A Grant for the 2021 school year:

We received another Reso-a grant for more technology. We got approximately 50,000 dollars to spend on laptops for both UD and LD. I will be working to setup a meeting to discuss options. We are still awaiting the laptops from the 2020 grant.

Graduations 2021:

All graduations and Moving-up ceremonies this year will have both a virtual and in-person pick-up component. We have decided to do this so we are inclusive to all families, staff, and students. Teachers have reached out to all families and notified them of the plan. We thank everyone for their flexibility during this unpredictable year.

Social Emotional Focus for June:

June is LGBTQ awareness month and recognition of Juneteenth. In honor of Pride Month and LGBTQ Awareness Month, we have connected with the LGBT network to do a mini-presentation for students in grades 5th through 8th. These presentations will be optional for students to attend. During morning meeting and Advisory, students will be engaged in conversations to learn about Juneteenth.

Career Week: June 14:

Both campuses will be engaged in Career Day during this week. Rachel, Khary and Christine will share more information with parents shortly. We are in the process of surveying parents who would like to present to the LD or UD.

APPENDIX 2 – UFT report – MAY 25, 2021 SLT

1. Fully Reopen Next Year: As you all probably know, we will be fully reopen next year with no remote option.
2. Medical Accommodations: Any medical accommodations that have been granted this school year will expire on June 30. With vaccines now available, it is not anticipated that the DOE will grant blanket accommodations for high risk populations as it did this school year.
3. Carbon Free and Healthy Schools: The Biden administration is pursuing an ambitious \$2 trillion infrastructure plan to tackle climate change. The UFT is part of the Carbon-Free and Healthy Schools Initiative, a coalition of unions in New York City that are working together to make sure that some of these federal funds are used to make our city's schools clean and green. Join us in the campaign to convert all New York City schools to cleaner, cheaper solar energy.

APPENDIX 3 – PTA report – MAY 25, 2021 SLT

PTA Funding Update

We have ordered over 140 chromebooks this year. Most have come in but there are a small number that the school is still waiting for and hoping for a June delivery.

Our PTA Budget survey will happen in August, as the school needs more information about what the school year will look like. In the meantime,

- PTA will pass a budget similar to what we did last year so that we cover our needs.
- After school knows more about what they can and cannot do (regarding external vendors and TAs), we can revisit in the fall and after enrichment surveys go out to modify the budget if needed.
- The PTA budget will be decided at the June 17 meeting, but can be revisited in September

2. Events

- **Fun Run: May 15- June 2**

PTAFun Run is still happening and you can join This is a virtual 5k (3.1 miles) run, (or walk, stroll or roll). You can choose any course you want. Don't worry about the time it takes, take as long as you want. All participants will get a specially designed Q300 t-shirt. The site to join is <https://zippyreg.com/register/q3005k>

Folks will have a 2-week period to complete the event, from May 15th to June 2nd. Feel free to join up with other Q300 families in your local neighborhoods and parks to do it safely together. Updates as to the Fun Run will be posted on the PTA website.

- **Auction:** Just closed. We raised over \$5000!
- **Spirit Wear Design Contest:**
 - The winners of the spirit wear contest are Annika Wooley and Elim Lee. Our winners will be featured in our next newsletter. Please stay tuned.
 - Shirts will be distributed before the end of the year as part of a larger school goodie bag
- **ELECTIONS** will happen at our June 17 PTA meeting. The only qualification is that you be a parent or guardian of a Q300 student. If you would like to run for a

position on the PTA BOARD or SLT, please contact the Nominations committee at nominations@q300pta.org. We welcome all to consider joining. For questions on positions, please do not hesitate to reach out to the co presidents.

- Read-a-thon: Not sure if this will happen. We will discuss at the June board meeting

3. **Appreciations**

- Teacher appreciation: Thank you to Lynn Kennedy, Abby Swenstein, Maria Hantzopoulos, and Jenny Lando for organizing the luncheon from Zenon. Shout out to Barbara for setting up the padlets and all the class parents for the disseminating
- Auction committee: Thank you to Joanna Holzman (co-Chair), Maria Hantzopoulos, Barbara Monroe, Claire Lui, Paula Marisi, Julia Moss, Erica Soto Eng, Abby Swenstein, Sue Sekar, Nick Skolnick, and Susie Stewart for their work!
- Auction Virtual game night: Big shout out to Erica Soto Eng and all parents for organizing!
- Fun Run: Shout out to Dan Bach and Paula Marisi! And Susie Stewart for delivering. And Jenny's help getting t-shirts to all
- Q300 Strong: Shout out to Yvette for their immense work - also Susie, class parents, Jenny, and more!!!